

Twice Amended

ADAMS COUNTY BOARD OF SUPERVISORS MONTHLY  
MEETING

ADAMS COUNTY BOARD ROOM  
May 19, 2009, 6:00 p.m.

1. Call to Order by the Chair
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve the Agenda
7. Approval of the April 21, 2009 County Board Minutes.
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint 6 supervisors to approve claims Hartley, Kotlowski, Townsend, Johnson, Klingforth, and Keckeisen to review during recess.
10. **Correspondence:**
11. **Appointments:** Elect Interim CVSO (County Veteran Service Officer)
12. **Unfinished Business: Reconsideration of Res. # 25:** To increase the number of sworn law enforcement deputies in the Sheriff's Department by one (1) through a "COPS Grant", thereby allowing the Sheriff to promote one (1) qualified person from the department to the rank of Investigator.  
**Reconsideration of Res. # 30:** To establish a Personnel (Human Resources) Department and create a Personnel (Human Resources) Director.
13. **Reports and Presentations:**
  - a. Administrative Coordinator/Director of Finance
  - b. Jan 1 to Dec 31 2008 Highway Operations Financial Report (yellow bond document already distributed)

14. Review of Committee Minutes		
Adams County Board 4/21 Ad Hoc Rules 2/10, 2/24, 3/10, 3/24, 4/14, 4/28 Admin & Fin 4/7, 4/14 Admin & Fin/Plan Dev 5/1 Airport 4/20 CWCA 2/25 Exe Com 4/13, 4/27	Golden Sands 3/13 Health & Human 5/8 Humane Society 4/16 Land Info 4/29 Library 4/27 North Central Regional 2/4 Plan & Dev 4/1, 4/13, 5/6 Property 4/9, 4/21	Pub Safety & Jud Com 4/8 Resources & Rec 3/10, 4/7, 4/23, 5/5 SCLS 4/13 Surveyor 5/5

15. **Resolutions:**

**Res. # 34:** Resolution to approve application by Adams County for a Wisconsin Department of Natural Resources Lake Protection Grant

**Res. #35:** Resolution to approve a three-year contract with the Adams County Courthouse and Professional Employees' Unions, AFSCME Local 1168

**Res. #36:** Resolution regulating raffles held by employees or agents of Adams County

**Res. #37:** Resolution to approve out-of-state travel for County UW-Extension Agriculture and Natural Resources Agent

**Res. #38:** Resolution authorizing the highway commissioner to act on behalf of Adams County and accept a \$4,564,287.00 stimulus grant from the Wisconsin Department of transportation to fund the reconstruction of CTH Z (STH 21 to 18<sup>th</sup> Lane)

**16. Ordinances:**

**Ord. #15:** Rezone two parcels of land (17.12 acres & 16.39 acres) in the Town of Dell Prairie, owned by Christina Rice, properties located NW ¼, NW ¼, (17.12 acres) & the SW ¼, NW ¼, (16.39 acres) of Section 16, Township 14 North, Range 6 East, at 3823 County Road Q, property be changed from an A1-15 Exclusive Agricultural District to an A-3 Secondary Agriculture District.

**Ord. #16:** Rezone a portion of a parcel (approximately 1/2 acre), in the Town of Preston, owned by Elizabeth Romell, property located in the SE ¼, SE ¼, Section 18, Township 16 North, Range 6 East, be changed from an A-1 Exclusive Agricultural District to an R-1 Rural Residential District.

**Ord. #17:** Rezone a parcel of land in the Town of Preston, owned by James Foth, property (17 acres) located in the NW ¼, NW ¼, Section 21, Township 18 North, Range 6 East, Lot 1 of CSM 4419 at 1622 11<sup>th</sup> Avenue, property be changed from an A1-15 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

**17. Denials:**

**18. Petitions:**

19. Approve Claims

20. Per Diem and Mileage for this Meeting read by the County Clerk.

21. Motion for County Clerk to correct errors.

22. Set next meeting date.

23. **Closed Session:** (none)

24. Adjournment

RESOLUTION NO. 38 - 2009

RESOLUTION AUTHORIZING THE HIGHWAY COMMISSIONER TO ACT ON BEHALF OF ADAMS COUNTY AND ACCEPT A \$4,564,287.00 STIMULUS GRANT FROM THE WISCONSIN DEPARTMENT OF TRANSPORTATION TO FUND THE RECONSTRUCTION OF CTH Z (STH 21 TO 18<sup>TH</sup> LANE).

INTRODUCED BY: Public Works Committee

**INTENT & SYNOPSIS:** To authorize the Highway Commissioner to act on behalf of Adams County and accept a stimulus grant for \$4,564,287.00 from the Wisconsin Department of Transportation Economic Recovery Stage 2 Solicitation Surface Transportation Program – Rural Component (WisDOT ER STP-R) to fund the reconstruction of CTH Z (STH 21 to 18<sup>th</sup> Lane).

**FISCAL NOTE:** Estimated total cost is \$4,564,287.00. The WisDOT ER STP-R funds 100% of the estimated cost (\$4,564,287.00), any costs exceeding that estimated cost will be paid by Adams County.

**WHEREAS:** CTH Z (STH 21 to 18<sup>th</sup> Lane) is in need of reconstruction; and

**WHEREAS:** Adams County already has the right-of-way and easements state acquired to facilitate this reconstruction; and

**WHEREAS:** Grant funding is available to cover the total cost (\$4,564,287.00).

**NOW, THEREFORE BE IT RESOLVED** That the Board of Supervisors that it is hereby approved to authorize the Highway Commissioner on behalf of Adams County to accept a stimulus grant for \$4,564,287.00 from the Wisconsin Department of Transportation Economic Recovery Stage 2 Solicitation Surface Transportation Program – Rural Component to fund the reconstruction of CTH Z (STH 21 to 18<sup>th</sup> Lane).

**BE IT FURTHER RESOLVED** That the County Board of Supervisors shall comply with State and Federal rules for the program and will meet the financial obligations under the grant as stated in the fiscal impact of the resolution.

Submitted this 19th day of May, 2009

<u>Larry Babcock</u>	<u>David Ranner</u>
<u>Michael J. Beckeisen</u>	<u>Dean R. Morgan</u>
<u>Thomas Johnson</u>	

Adopted \_\_\_\_\_

by the Adams County Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_, 2009.  
Defeated \_\_\_\_\_

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chair

Resolution No. 25-2009  
**RESOLUTION TO APPROVE APPLICATION BY THE  
ADAMS COUNTY SHERIFF'S DEPARTMENT  
FOR A "COPS GRANT" TO FUND A NEW DEPUTY POSITION  
FOR A PERIOD OF THREE YEARS**

**INTRODUCED BY:** Public Safety and Judiciary Committee

**INTENT & SYNOPSIS:** To increase the number of sworn law enforcement deputies in the Sheriff's Department by one (1) through a "COPS Grant," thereby allowing the Sheriff to promote one (1) qualified person from in the department to the rank of Investigator. This will increase the number of Investigators to four (4), however overall staffing of the Department will increase by only one (1).

**FISCAL NOTE:** The new Deputy's salary and benefits would be paid by the COPS Grant for the first three (3) years of employment (approximately \$219,145.68 funded by grant), at which time Adams County will have to approve additional funding for the position, covering twelve (12) more months (projected cost \$82,127.57). The cost of training and equipment would also be the County's responsibility (approximately \$30,000.00 including vehicle), for a total of \$112,127.57.

**WHEREAS:** the Adams County Sheriff's Department has not had an increase in Investigator staffing levels since the late 1970s; and

**WHEREAS:** the Sheriff's Department continues to need an additional Investigator due to increased crime in Adams County; and

**WHEREAS:** applying for the COPS Grant would be the most cost effective way of increasing the Investigators staff, by covering most of the cost through said grant for the first three (3) years, thereby reducing the impact to the County budget for that period.

**NOW, THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby approves that the Adams County Sheriff's Department may apply for the "COPS Grant" to fund a new Deputy position for a period of three (3) years, thereby allowing the Sheriff to promote a qualified person from within the department to the position of Investigator.

**BE IT FURTHER RESOLVED:** That the County will have to approve additional funding for twelve (12) months, after the three (3) years covered by the COPS Grant, along with training and equipment costs.

Dated this 8<sup>th</sup> day of April, 2009.

/s/ Cynthia Loken /s/ Jerry Kotlowski /s/ Terry C. James /s/ Florence Johnson

Adopted by the Adams County Board of Supervisors this 21<sup>st</sup> day of April, 2009.

/s/ Al Sebastiani, County Board Chair /s/ Cindy Phillippi, County Clerk



Resolution No. 30-2009

**RESOLUTION TO ESTABLISH A PERSONNEL (HUMAN RESOURCES)  
DEPARTMENT AND CREATE A PERSONNEL (HUMAN RESOURCES) DIRECTOR**

**INTRODUCED BY:** Executive Committee.

**INTENT & SYNOPSIS:** Create a Personnel Director position.

**FISCAL NOTE:** Sufficient monies have been placed in the County contingent fund for 2009, and placement of the position within the non-represented pay schedule will be determined by Executive Committee, with the recommendation of Carlson Dettmann.

**WHEREAS:** The Adams County Corporation Counsel/Personnel Director Office Long Range Planning Ad Hoc Committee met from July 2007 through January 2009; and

**WHEREAS:** Said Committee recommended to the County Board that it proceed with filling the position in 2009; and

**WHEREAS:** The Executive Committee concurs with the Corporation Counsel/Personnel Director Office Long Range Planning Ad Hoc Committee recommendation to proceed with filling the position in 2009; and

**WHEREAS:** Said Committee took further action to forward a job description for a separate Personnel Director to the Executive Committee; and

**WHEREAS:** The Executive Committee has approved the Personnel Director job description.

**NOW, THEREFORE, BE IT RESOLVED:** By the Adams County Board of Supervisors that it is hereby approved that a Personnel (Human Resources) Department be established and a Personnel (Human Resources) Director.

**BE IT FURTHER RESOLVED:** That the position be funded from the County contingent fund for 2009, as discussed by the Finance Committee at budget meetings, and that the wage grade be established by the Executive Committee, with the recommendation from Carlson Dettmann, to maintain the integrity of the County non-represented pay plan.

Dated this 21<sup>st</sup> day of April, 2009.

/s/ David renner /s/ Diane England /s/ Cynthia Loken /s/ Bev Ward

**Adopted** by the Adams County Board of Supervisors this 21<sup>st</sup> day of April, 2009.

/s/ Al Sebastiani, County Board Chair      /s/ Cindy Phillippi, County Clerk

RESOLUTION NO. 34 - 2009

RESOLUTION TO APPROVE APPLICATION BY ADAMS COUNTY FOR A  
WISCONSIN DEPARTMENT OF NATURAL RESOURCES LAKE PROTECTION  
GRANT

INTRODUCED BY: Planning and Development Committee

INTENT & SYNOPSIS: To authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for a Wisconsin Department of Natural Resources (WDNR) Lake Protection Grant. The grant will provide financial assistance to Adams County residents for the installation of native lakeshore riparian buffers.

FISCAL NOTE: The requested grant amount will be \$100,000. The participating landowners will be responsible for costs to install the native lakeshore riparian buffers. Adams County Land and Water Conservation Department will administer the grant by paying 75% of installation costs and then receiving reimbursement from the WDNR for said 75% costs.

WHEREAS: Adams County lakes are an important resource used by the public for recreation and enjoyment of natural beauty; and

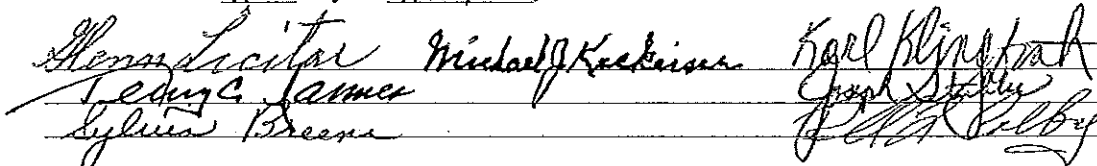
WHEREAS: the protection of County lakes and reasonable lake use activities are paramount in protection of water quality and the natural ecosystem of lakes; and

WHEREAS: the Adams County Land and Water Conservation Department has the experience and qualifications to perform the responsibilities of the WDNR Lake Protection grant.

NOW, THEREFORE BE IT RESOLVED by the Adams County Board of Supervisors that it is hereby approved for the Administrative Coordinator/Director of Finance to submit an application to the Wisconsin Department of Natural Resources Lake Protection Grant Program, for the purpose of providing cost share for the installation of native riparian buffers on County lake shorelands to address water quality, soil erosion issues and Adams County Shoreland Protection Ordinance compliance.

BE IT FURTHER RESOLVED THAT Adams County will comply with State of Wisconsin rules for the above program, and will meet the financial obligations under the grant.

Submitted this 11<sup>th</sup> day of MAY, 2009



Adopted \_\_\_\_\_ by the Adams County Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Defeated \_\_\_\_\_

County Clerk

County Board Chair

**RESOLUTION TO APPROVE A THREE-YEAR CONTRACT WITH THE  
ADAMS COUNTY COURTHOUSE &  
PROFESSIONAL EMPLOYEES' UNIONS, AFSCME LOCAL 1168**

**INTRODUCED BY:** Executive Committee

**INTENT & SYNOPSIS:** To approve three (3) year Agreements from January 1, 2008, through December 31, 2010, with the Adams County Courthouse & Professional Unions, Local 1168.

**FISCAL NOTE:** The AFSCME Employees' Agreements include wage increases as follows:

Courthouse

January 1, 2008 – New (Carlson Dettmann) Wage Scale +1%

July 1, 2008 - 2%

January 1, 2009 – 3%

January 1, 2010 - 2%

July 1, 2010 - 1%

Professional

January 1, 2008 – New (County created per Carlson Dettmann) Wage Scale approx. 2% increase

July 1, 2008 - 2.5%

January 1, 2009 – 3%

January 1, 2010 - 2%

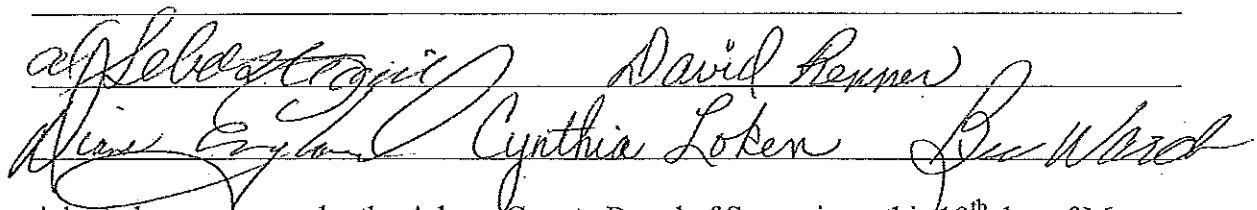
July 1, 2010 - 1%

**WHEREAS:** A mediated settlement was agreed to by the parties, recommending certain changes to the previous Agreements, including; the above fair and competitive wage increases, sick leave, holidays, and direct payroll deposit; and

**WHEREAS:** The Collective Bargaining Agreements agreed to by the parties are attached to this Resolution.

**NOW THEREFORE, BE IT RESOLVED:** by the Adams County Board of Supervisors that the Agreements between Adams County and the Adams County Courthouse & Professional Employees' Unions, Local 1168, effective January 1, 2008, through December 31, 2010, are hereby approved.

Dated this 19<sup>th</sup> day of May, 2009.



Adopted \_\_\_\_\_ by the Adams County Board of Supervisors this 19<sup>th</sup> day of May,  
Defeated \_\_\_\_\_ 2009.  
Tabled \_\_\_\_\_

**AGREEMENT BETWEEN**

**COUNTY OF ADAMS**

**AND**

**ADAMS COUNTY COURTHOUSE EMPLOYEES' UNION  
LOCAL 1168**

**JANUARY 1, 2008 THROUGH DECEMBER 31, 2010**

## TABLE OF CONTENTS

Preamble .....	1
Article 1 Recognition .....	1
Article 2 Probation and Seniority.....	1
Article 3 Grievance Procedure .....	5
Article 4 Vacations.....	6
Article 5 Sick Leave.....	7
Article 6 Holidays .....	8
Article 7 Leaves of Absence .....	8
Article 8 Call-In Pay and Overtime.....	9
Article 9 Bereavement Leave.....	9
Article 10 Jury Duty – Witness.....	10
Article 11 Insurance .....	10
Article 12 Retirement Contribution .....	11
Article 13 General Provisions .....	11
Article 14 Hours of Work .....	12
Article 15 Classification and Wages.....	13
Article 16 Validity.....	14
Article 17 Duration .....	14
Article 18 Fair Share Agreement .....	14
Article 19 Management Rights .....	15
Article 20 Entire Memorandum of Agreement.....	16
Exhibit A – Wage Scale.....	17
Memorandum of Agreement.....	20
Letter of Understanding (Typing Speed Requirement).....	21

## AGREEMENT

### Preamble

WHEREAS, the mutual interest of the Employer and the Employees are recognized by this Agreement for the operation of the various departments under methods that will promote safety to the employee, cleanliness and proper care of equipment, and protection of property and facilities, of fair and peaceful adjustment of differences that may arise from time to time, and promulgating of reasonable rules and regulations and ethical conduct of business relations between the Employer and the employee, and to this end have reached this Agreement.

### Article 1 – Recognition

1.01 This Agreement is entered into by and between the Adams County Board of Supervisors, hereinafter referred to as the "Employer" or "County," and the Adams County Courthouse Employees Union, Local 1168 A.F.S.C.M.E., AFL-CIO, hereinafter referred to as the Union.

1.02 The County recognizes the Union as the exclusive representative for purposes of conferences and negotiations on all matters concerning wages, hours and other conditions of employment for all regular full-time and regular part-time non-professional employees of Adams County excluding supervisory, managerial, confidential, professional employees, highway department employees, solid waste department employees (except the solid waste secretary) and law enforcement employees.

1.03 The County hereby agrees that whenever a member of the Union shall authorize in writing on an authorization card that the County shall deduct from his/her earned wages, all regular membership dues in the amount certified by the Treasurer of Local 1168. All such deductions shall be paid over to the Treasurer of Local 1168 before the first day of the month following the deduction.

### Article 2 – Probation and Seniority

2.01 Effective April 21, 1999 each newly hired employee shall serve a six month probationary period. During said probationary period, the employee shall receive the wage called for in Exhibit "A," Classification and Wages, and shall be subject to dismissal without recourse to the grievance procedure.

2.02 A regular full-time employee is one who works a schedule of hours of thirty-seven and one-half (37½) hours or more per week.

2.03 A regular part-time employee is one who is employed six hundred (600) or more hours per year.

2.04 A temporary or seasonal employee is one who is hired for a specific length of time not to exceed one hundred (100) calendar days. If a temporary or seasonal employee exceeds one hundred (100) days, he/she shall be considered a regular employee with seniority effective as of date of hire. A temporary or seasonal employee will not be eligible for fringe benefits.

2.05 Each employee temporarily advanced to a higher paying position shall remain at his/her old rate of pay for a period of five (5) working days and at the end of said five (5) working days, he/she shall be reclassified and paid at the rate of the classification as called for in Exhibit "A." Part-time personnel so advanced shall receive the starting pay for that position.

2.06 The Employer shall have the right to reduce the number of jobs in any classification.

- (a) Seniority of an employee shall be based upon the employee's last date of hire and shall not be lost or changed due to time off with pay, layoffs, or other unpaid time off authorized by the Employer. Written notice of layoff shall be provided to the employee at least ten (10) working days prior to the effective date of the layoff. Notice of recall shall be by certified mail, to the employee's last known address; such recall notice shall be given at least ten (10) working days prior to the date of recall. Date of recall notice shall be the date of first attempted delivery by certified mail. It is the employee's responsibility to inform the Employer of any address change.
- (b) The Employer shall have the right to reduce the number of jobs in any classification. Employees whose jobs have been eliminated shall have the right to bump any junior employee within the bargaining unit, whose pay grade is equal, less, or no more than one (1) group higher, provided they meet the minimum qualifications of the position. The bumping process shall begin with the most senior employee whose job has been eliminated. The employee must select a position to bump into and notify the Personnel Department in writing of their selection within seven (7) working days. The Personnel Department shall schedule any applicable testing/interview and will approve the bump if all position requirements are met. The employee shall be notified, together with the department head of the employee to be bumped. Said department head, or designee, shall notify the employee being bumped.

Employees who exercise their right to bump shall serve a sixty (60) calendar day trial period in the new position. If during that sixty (60) calendar day period, the employee or the employer decides the employee cannot fulfill the requirements of the job, the employee will be laid off and subject to recall as per this Section.

Junior employees who have lost their position as a result of a bump, shall have the right to exercise their bumping rights, in the same manner as stated herein. Any employee whose position has been eliminated or lost due to a bump, shall have the option to accept a layoff and thereby decline their right to bump. Laid-off

employees shall have the recall right as provided hereinafter.

- (c) In recalling, the employee(s) with the greatest seniority shall be recalled first, providing they are qualified to perform the work. An employee has the right to refuse a temporary recall without loss of seniority or losing the right of permanent recall if working elsewhere. Temporary is defined as less than three (3) calendar months;
- (d) The term "qualification," as used in this section, shall be defined by the job description.
- (e) An employee who is on layoff shall retain recall rights for a period of 24 months. An employee who is unable to work due to illness and who has exhausted accumulated paid leave shall retain recall rights for a period of 12 months. In such cases, the employee shall continue to accrue seniority, however, other benefits shall cease to accrue during the period of time the employee is off payroll.
- (f) The employer shall post a seniority list on or about January 1 and keep the same up to date.
- (g) Seniority and the employment relationship shall be broken and terminated if the employee:
  - 1. Quit or resigned;
  - 2. Is discharged for just cause;
  - 3. Is absent from work for three (3) consecutive working days without notification to and approval by the County unless unable to notify for physical or other reasonable cause;
  - 4. Fails to report to work within ten (10) working days after having been recalled from layoff;
  - 5. Fails to report to work within three (3) working days at the termination of a leave of absence;
  - 6. If an employee on leave of absence for personal reasons accepts other employment without permission; or
  - 7. If the employee is retired.



2.07 Whenever a regular full-time or regular part-time position is created or a position becomes vacant due to retirement, death, termination or transfer, it shall be posted for five (5) working days on the office bulletin boards. A vacancy is deemed to have occurred when a written resignation has been tendered and the employee leaves employment or an employee has died or been formally discharged, retired or transferred from a position. A new vacancy or position that is anticipated may be posted up to thirty (30) days before the occurrence of the vacancy or the creation of the new position. All employees may apply for such new job or fill such vacancy without jeopardizing their current employment. If an employee has passed a test within one (1) year from the time he/she applies for a new job that requires the same test, that score shall be considered toward fulfilling the requirements for the new job. Any other testing requirements of the new job shall be met by the employee before being considered qualified. Vacancies shall be awarded to the most senior qualified employee. Employees awarded a vacancy shall serve a trial period up to forty (40) working days as determined necessary by the department head. Part-time employees shall serve up to an equivalent number of working days as a full-time employee. During the trial period, employees shall be paid at their current rate of pay or the first step in the new pay grade that affords an increase over their current rate of pay. Upon completion of the trial period, the employees shall be paid at the new pay grade step consistent with "Pay Progression" in the Memorandum of Agreement (attached).

Employees entering new positions or vacated positions who no longer want the position, or that in the opinion of the department head involved, do not pass the trial period for such new position or vacated position, shall return to their previous job at their previous rate of pay, if they return to their previous job position within the trial period. Temporary part-time and seasonal employees, for the purposes of advancement in union positions, are treated as would be applicants first applying.

2.08 If there is any difference of opinion as to the qualifications of an employee, the Union Committee can take the matter up for adjustment under Article 3, Grievance Procedure.

2.09 The probationary period and wage adjustment of employees in the Health & Human Services Department will adhere to Wisconsin State rules whenever they are in conflict with the terms of this Agreement.

2.10 The Employer shall not suspend, discharge, or otherwise discipline any employee without just cause. When such action is taken against an employee, the employee will receive written notice of such action. Such notice shall be given to the employee and the Union within five (5) working days after the action is taken. Such notice shall include the reasons on which the Employer's action is based.

### Article 3 – Grievance Procedure

3.01 A “grievance” shall be defined as a dispute or disagreement raised by an employee against the Employer involving the interpretation or application of the specific provisions of this Agreement. It is specifically understood that any matters governed by Statutory provisions shall not be considered grievances subject to the grievance procedures hereinafter set forth. Grievances as herein defined, shall be processed in the following manner:

3.02 The Union Committee and/or the Union Representative shall present a written grievance to the immediate Department Head no later than ten (10) working days after the grievance occurs or knowledge thereof. In the event of a grievance, the employee shall perform his/her assigned work task and grieve his/her complaint later. The Department Head shall, within ten (10) working days, inform the Union Committee and/or representative in writing of his/her decision.

3.03 If a satisfactory settlement is not reached at the Department Head level, the Union Committee or representative shall present the grievance in writing to the Personnel Director within ten (10) working days after receipt of the Department Head’s written decision. The Personnel Director shall hold a meeting and respond in writing within ten (10) working days of receipt of the written grievance.

3.04 If a satisfactory settlement is not reached at the Personnel Director level, the Union Committee or representative shall present the grievance in writing to the Executive Committee within ten (10) working days after receipt of the Personnel Director’s written decision. The Executive Committee shall hold a meeting within ten (10) working days of receipt of the written grievance to discuss the grievance with the aggrieved employee, the Union Committee and/or the Union representative. The Executive Committee shall respond in writing within ten (10) working days of the meeting.

3.05 If a satisfactory settlement is not reached with the Executive Committee, either party to this Agreement may request the grievance be submitted to arbitration by providing notice to the other party within ten (10) working days of receipt of the Executive Committee’s answer. The party providing notice for arbitration must file for arbitration within ten (10) working days of the notice to arbitrate. Failure to submit the grievance within the timeline above will result in the grievance being dropped. Submission for arbitration will be submitted to the WERC with a request for a panel of five (5) WERC Arbitrators, from which the parties shall alternately strike names to select the arbitrator. The Arbitrator appointed shall hear the dispute and his/her findings and decision shall be final and binding upon the parties. However, the Arbitrator, in arriving at his/her final decision, shall be limited to those issues involving the interpretation and application of the provisions of this Agreement. The Arbitrator has no authority to add to, delete from, or otherwise modify any aspects of this Agreement. Costs of the arbitrator and transcripts, if any, shall be borne equally by the Union and the Employer.

3.06 If a discharged employee claims injustice, the request for a meeting must be made

within five (5) working days. Requests must be made in writing by letter, addressed to the Chairperson of the Executive Committee (postmark to be considered the time of request).

3.07 Time limits set forth above may be extended by mutual agreement of the designated parties. Those parties for the Union being the Union Representative and for the County, the office of the Corporation Counsel. For the purposes of Article 3, working days shall be defined as Monday through Friday, excluding Saturday, Sunday and holidays recognized in Article 6.

3.08 The Employer agrees that time spent in the conduct of grievance, negotiations, and matters concerning collective bargaining shall not be deducted from pay of the delegated. Employee representatives of the Union. It is understood that negotiations will normally be conducted outside of regular work hours.

#### Article 4 – Vacations

4.01 Each employee shall receive one (1) week vacation with pay each year after one (1) year of employment; two (2) weeks vacation with pay each year after two (2) years of employment; three (3) weeks vacation with pay each year after eight (8) years of employment; and four (4) weeks vacation each year after fifteen (15) years of employment. Employees who have been employed twenty-five (25) years or more shall be entitled to one (1) additional day of vacation with pay for each additional year of employment beyond twenty-five (25) years, but not to exceed twenty-five (25) days of vacation with pay each year ( 25 years, 4 weeks and 1 day; 26 years, 4 weeks and 2 days; 27 years, 4 weeks and 3 days; 28 years, 4 weeks and 4 days; 29 or more years, 5 weeks.

4.02 Vacation pay for part-time employees covered by this contract shall be prorated based upon the average hours worked during the previous year.

4.03 Choice of vacation time shall be by the employee upon prior approval of the department head. No more than one employee within a department shall be on vacation at any time. If there is a conflict as to various preference, seniority shall prevail.

4.04 Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of fourteen (14) calendar days advance notice of resignation), layoff, death or retirement shall be paid for all unused earned vacation. In case of the death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.

4.05 If a holiday falls during an employee's vacation, he/she shall receive an additional day of vacation.

4.06 An employee will waive any vacation to which they were entitled if they do not take their vacation within one (1) year of the date of eligibility, unless the employee was prevented from

doing so at the request of the Employer, or if special exception is granted. In this case, vacation may be carried forward and taken at a mutually satisfactory date.

#### Article 5 – Sick Leave

5.01 Each employee shall earn one (1) day of sick leave for each month of service.

5.02 To be eligible for sick leave benefits, an employee must have been employed for a period of one (1) month and must be off work due to the employee's sickness or off-the-job injury (not covered by Worker's Compensation).

5.03 An employee off work under sick leave must give notice to the office no later than the regularly scheduled start of the work day.

5.04 Sick leave benefits shall begin with the first day of absence. A doctor's statement shall be required for absences of more than three (3) days.

5.05 Unused sick leave may accumulate to a maximum of one hundred eight (108) work days. After the maximum number of sick days are accumulated, employees shall be paid for twenty-five percent (25%) of the unused sick leave over the maximum, to be paid annually the first payroll in January of the following year, at the December 31<sup>st</sup> wage rate.

5.06 An employee who has exhausted his/her sick leave credits and is unable to return to work due to illness or injury, shall be granted medical leave of absence until such time as he/she is able to return to work as certified by a physician or chiropractor.

5.07 Sick leave benefits shall be based on the rate the employee would have received had he/she worked during such period.

5.08 Upon layoff, retirement, death, resignation (where such resigning employee has given the employer a minimum of ten (10) working days advance notice of such resignation), or termination except for cause, an employee shall receive, as a severance bonus, payment of fifty percent (50%) of the sick leave days he/she has accumulated not to exceed thirty (30) work days. Employees with fifteen (15) or more years of service shall receive as their severance bonus payment of seventy-five percent (75%) of the sick leave days he/she has accumulated, not to exceed sixty-seven (67) work days.

5.09 Any employee claiming benefits under this Article shall fill out and file with the Department Head, an employee sick leave request. Forms shall be made available to the employees by the Department Head.

5.10 Employees will be permitted to use accumulated sick leave for doctors and dentist appointments. Said time used for appointments shall be in minimum time spans of one (1) hour.

## Article 6 – Holidays

6.01 Each employee shall be granted the following holidays off with pay.

New Year's Day	Thanksgiving
Spring Holiday	Friday after Thanksgiving
Memorial Day	The Last Work Day Preceding Christmas
Independence Day	Christmas Day
Labor Day	

If any of the above-mentioned holidays falls on Saturday, the preceding Friday shall be declared the holiday. If a holiday falls on a Sunday, the following Monday shall be deemed the holiday. In order to qualify for holiday pay, the employee must work the last regularly assigned work day before and the first regularly assigned work day after the given holiday unless off due to an excused absence.

In addition to the above-named holidays, two (2) additional floating holidays shall be granted effective January 1, 2009, to all employees who have been employed by the County for three (3) or more years.

All floating holidays must be used during the calendar year in which they are earned; if not taken during that year, they will be considered to have been waived by the employee.

6.02 A part-time employee shall be paid for a holiday only if the holiday falls on a day when they would normally be scheduled for work. In addition, any part-time employee whose regular schedule provides less than a full day's work on a given holiday will be paid a prorated holiday benefit.

## Article 7 – Leaves of Absence

7.01 In accordance with Section 45.50, Wisconsin Statutes, leaves of absence shall automatically be granted to all full-time employees who are called or volunteer for military service and such employees shall, at the expiration of their military service, be returned to their former job at the prevailing salary rate without loss of seniority or employment rights, providing, however, that application for re-employment is made within ninety (90) days after discharge from said service.

7.02 An employee who wishes to absent himself from his/her employment for any reason not otherwise provided for in this Agreement, must make application for non-paid leave of absence from the Employer. The granting of such leave and length thereof shall be contingent upon the reasons for request. No leaves of absence shall be granted to take other employment, except that leaves of absence shall be granted to employees to hold an elective position in federal, state, county or municipal government, whether elected or appointed such a position, and for a Union office. The last described exception shall apply for a period of time equal to one term in the respective position,

unless extended by mutual agreement. All seniority and benefits of any employee who is elected or chooses to fill an elected office shall be frozen as of the date of appointment.

7.03 Education Leave: A leave of absence may be granted to employees who desire to improve their ability and job knowledge through further education. Educational leave shall be without pay except when requested by the Employer and must be recommended by the Department Head. The procedure for obtaining such leave shall be the same as outlined in Section 7.02 of this Article.

7.04 Elective Office Leave: An employee requesting a non-paid leave of absence to be a candidate for elective office and to hold the elective office shall be granted a leave as long as the employee holds the elective office. At the expiration of such term of office, the employee may be returned to his/her former classification at the prevailing salary rate with seniority rights that the employee held at the time of taking the elective office.

#### Article 8 – Call-In Pay and Overtime

8.01 Employees shall be paid one and one-half times their regular rate of pay for all time worked in excess of seven and one-half (7½) hours per day or thirty-seven and one-half (37½) hours per week. The Cook shall be paid time and one-half (1½) for all hours worked in excess of eight (8) hours per day or forty (40) hours per week.

##### 8.02 Call-In Pay:

- A. An employee who is called back to work shall be paid a minimum of two (2) hours of work. Time to commence from the time of arrival at the job site.
- B. An employee called back to work by a Department Head on a Sunday shall be paid at the rate of one and one-half (1½) times their regular rate of pay for the hours actually worked or two (2) hours, whichever is greater.
- C. An employee called back to work by a Department Head on a holiday shall be paid at one and one-half (1½) times their regular rate of pay for hours worked plus holiday pay.

8.03 In lieu of overtime pay, subject to department head approval, employees shall be allowed to take compensatory time off with pay at the rate of one and one-half (1½) hours for each hour of overtime worked.

#### Article 9 – Bereavement Leave

9.01 In the event of a death in the immediate family of a regular full-time or regular part-time employee, including a probationary employee, such employee will be paid for the time lost from scheduled work as provided in A. and B. below. It is agreed that an employee may be required to

furnish verification of the death, date of funeral, and relationship of the deceased.

- A. Five (5) consecutive work days for employee's parent, spouse, and/or child(ren).
- B. Three (3) consecutive work days for employee's brother, sister, mother-in-law, father-in-law, step-parents, step-child, grandparent, grandchildren, or other members of immediate household.

9.02 In the event of the death of a near relative, such as a brother-in-law, sister-in-law, uncle, aunt, niece or nephew, one day of paid leave shall be granted. A person called upon to be pallbearer or participate in a military funeral shall receive one (1) day of paid leave. Leaves in this Section may be extended up to a total of three (3) days paid if the employee applying for such extension has accumulated and chooses to use sick leave to extend such time.

#### Article 10 – Jury Duty – Witness

10.01 A regular full-time or regular part-time employee (including probationary employee) called for jury duty shall receive his/her regular salary for such time, provided he/she shall deposit any compensation he/she received for jury duty with the County Treasurer and receives a receipt for said deposit.

10.02 An employee called as a witness due to circumstances related to his/her work shall be paid for time lost to appear as a witness, provided however, that said employee shall turn any witness fees received to the Employer.

#### Article 11 – Insurance

11.01 The County shall pay 90% towards the monthly premiums for employees eligible for the family plan and 90% toward the monthly premiums for employees eligible for the single plan. The shall pay 85% toward the premiums for employees eligible for the family plan and 85% toward the monthly premium for employees eligible for the single plan for employees hired on or after January 1, 2006.

The County and the Union recognize the need to foster competition among Health Insurance carriers in particular, Health Care providers in general. To that end, the Union and the County agree to cooperate to maintain or achieve the lowest possible premium.

11.02 All employees are entitled to Worker's Compensation coverage. Any employee who is absent from work due to illness or injury caused while carrying out his/her duties as an employee, which absence is of sufficient duration to result in payment of Worker's Compensation, shall suffer no loss of income for a period of ninety (90) days and not chargeable to sick leave credits. Beyond ninety (90) days, the employee will be allowed to exercise one of the following options:

1. Receive the Worker's Compensation benefit with no deduction from the accumulated sick leave;
2. Receive the Worker's Compensation benefit and be paid the difference between their regular pay based upon a normal work week and the Worker's Compensation benefit with the County charging the employee's sick leave account with the apportioned amount that equals the cash differential between the Worker's Compensation and regular pay;
3. Receive the employee's regular pay based upon a normal work week. To qualify the employee must turn over his/her compensation check to the County and the employee's sick leave account will be charged with the apportioned amount to make up the difference between the employee's regular pay and Worker's Compensation.

Benefits supplementing Worker's Compensation under this Section shall terminate when the employee is able to return to work or one (1) year from the date of the disabling injury or illness, whichever occurs first. Benefits under option (2) or (3) shall be available only to the extent of the employee's accumulated sick leave credits. During the benefit period provided for herein above, the disabled employee will be granted fringe benefits as if working at their regular full or part-time position.

11.03 The Employer agrees to provide each employee with the "Wisconsin Group Life Insurance for Employees of Wisconsin Municipalities," with the Employer paying for the minimum percentage allowable of the employee's premium.

11.04 The County retains the right to change insurance carriers and/or providers, provided that coverage is substantially equivalent as a whole.

#### Article 12 – Retirement Contribution

12.01 The Employer agrees to pay the full amount of the employee's share of the contribution to the State Retirement Fund.

#### Article 13 – General Provisions

13.01 The employees shall be protected by the County and be free of any legal liability or suit in carrying out the duties of their position to the extent prescribed by Section 895.46 of the Wisconsin Statutes.



13.02 The parties to the Agreement agree that they shall not discriminate against any person because of race, creed, color, sex, or age that such persons shall receive the full protection of the Agreement. This section shall not be subject to the arbitration section of the grievance procedure.

13.03 Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday.

13.04 The Agreement may be amended any time during its life upon the mutual consent of the parties hereto.

13.05 Each employee is allowed a break of 10 minutes for each one-half (½) day's work. This break time cannot be accumulated in any way or used to extend lunch periods or to shorten the work day. Such breaks are to be taken on a schedule to be approved by the department head so as to insure adequate staff coverage and so that no interruption of service will result.

13.06 The Union will be allowed a total of fifteen (15) hours off annually, without loss of pay, for members to attend convention, conferences, schools, etc.

13.07 Employees shall be paid twenty-nine (29) cents per mile or County policy, whichever is greater, when using their car on County business.

#### Article 14 – Hours of Work

14.01 Except as otherwise specified in this Article, the work schedule shall be seven and one-half (7½) hours per day and thirty-seven and one-half (37½) hours per week, Monday through Friday, for all employees. Except as otherwise specified in this Article, the hours of work for all such full-time employees shall be 8:00 a.m. through 4:30 p.m. Employees will stagger their lunch hours so offices can remain open during the noon hour. Lunch schedules will be determined by mutual agreement or department need on a rotating basis. Lunch hours shall not be used at the end of a work day in order to leave early.

14.02 a) Health & Human Services - Clerical employees shall be scheduled to work Thursday evenings when any professional staff is on duty. This coverage shall be determined by departmental needs. Unless otherwise agreed to between management and the employees in question, clerical staff working through the noon hour shall have the hour immediately following the noon hour for lunch. Clerical staff working Thursday evenings shall work from noon to 3:30 p.m., and 4:30 p.m. through 8:30 p.m. The break from 3:30 through 4:30 p.m. shall be the lunch period for such employees.

b) Solid Waste - The hours of work for full-time employees of the Solid Waste Department shall be 7:00 a.m. to 3:30 p.m. The Solid Waste Secretary shall have a one (1) hour lunch period, which shall be taken subject to Department needs. The Solid Waste Secretary may be

requested to work on Saturdays from 9:45 a.m. to 2:30 p.m. If scheduled to work on a Saturday, the Solid Waste Secretary shall take off 4.75 hours during the preceding week, as mutually agreed. Overtime or compensatory time may be received for Saturday hours worked at the discretion of the Solid Waste Department Head, when work load doesn't permit taking hours off during the preceding week.

c) Library - The work schedule for library employees shall be posted at least 30 days in advance. The work schedule shall provide for a work week of 37½ or 38 hours as currently practiced. The scheduling practices pertaining to the weekend work rotation and the trading of work schedules shall be maintained. One ½ hour staff meeting per month shall not count toward overtime computation and shall be paid at the regular rate of pay.

d) Aging - The hours of work for all employees in the Aging Unit shall be from 8:00 a.m. to 4:00 p.m. with a 1/2 hour lunch.

e) Practical Cents - The hours of work for employees at Practical Cents are as follows: Job Coach 6:30 a.m. to 3:00 p.m.; Training Specialists (2) 8:00 a.m. to 4:30 p.m. and 9:30 a.m. to 6:00 p.m.; DD Generalist 8:00 a.m. to 4:30 p.m.; Training Specialist (part-time) 9:00 a.m. to 2:00 p.m. [One (1) hour lunch for all positions above, except Training Specialist (part-time) ½ hour lunch...All positions above work one (1) Saturday per month and are off either the Monday after the Saturday worked or the Friday before the Saturday worked. Saturday hours are 8:45 a.m. to 4:30 p.m.]

f) Maintenance - The hours of work for County Maintenance employees are as follows: Maintenance Lead Person 8:00 a.m. to 5:00 p.m.; Maintenance Technician 7:30 a.m. to 4:00 p.m.; Janitorial Worker 10:00 a.m. to 6:30 p.m.; and Janitorial Workers (2) 1:30 p.m. to 10:00 p.m.

14.03 Part-time employees shall be entitled to all benefits on a prorated basis, except that an employee working eighty-five (85) hours per month or more shall receive insurance (subject to approval of insurance carrier) coverage on the same basis as a full-time employee.

14.04 Part-time employees shall be paid at the same rate of pay as a full-time position within that classification. A step increase shall constitute 1,950 hours, for purposes of advancement in pay consistent with Pay Progression per the Memorandum of Agreement attached hereto.

#### Article 15 - Classification and Wages

15.01 Classification and Wages, Exhibit "A" attached hereto and a part hereof shall be the minimum rates of pay in effect for the life of this Agreement.

15.02 Job descriptions of existing positions shall be provided to the Union.

15.03 All regular employees in the bargaining unit temporarily working in a higher paid position shall, after the first five (5) working days, receive the higher rate of pay while working such position. If the employee is temporarily working in a non-union position, the provisions of this section shall not apply unless approved by the Executive Committee within the five (5) working days referred to above. The Executive Committee shall notify the employee and the Union of its approval or rejection of the application of this section within the five (5) working days referred to above, with written confirmation as soon as possible thereafter. If the Executive Committee rejects application of this provision, the Committee shall specify in writing what additional responsibilities and duties will be required. If the parties cannot resolve compensation for the additional duties, the parties agree that it will constitute a grievable issue.

15.04 New employees shall receive a step increase upon completion of periods of employment set forth in Exhibit "A." Those currently employed at the time this Agreement goes into effect shall be paid in accordance with Exhibit "A" and shall be given credit for all time worked for the Employer prior to the execution of this Agreement.

15.05 The County shall notify the Union when a new position of employment is created. Thereafter, the wages, hours, or conditions of employment pertaining to the newly created position shall be subject to negotiations.

#### Article 16 – Validity

16.01 In the event any clause or portion of this Agreement shall be invalidated, the remainder of the Agreement shall remain in full force and effect and negotiations shall immediately be instituted to adjust such invalidated clause or portion of the Agreement.

#### Article 17 – Duration

17.01 This Agreement shall be effective as of January 1, 2008, and shall remain in full force and effect until December 31, 2010, and shall continue in full force and effect from year to year thereafter until such time either party desiring to open, alter, amend or otherwise change the Agreement, shall serve written notice upon the other not later than September 1, 2010, or the first day of September in any year thereafter.

#### Article 18 – Fair Share Agreement

18.01 The County and the Union hereby recognize the "Fair Share" principle as set forth in the Wisconsin Statutes Section 111.70 as amended. A deduction from each employee shall be made from the paycheck each month in the amount as certified by the Local 1168 Treasurer as the uniform dues of the Union.

The Union shall indemnify and hold the County harmless against any and all claims, demands, suits, orders, judgments, or other forms of liability that shall arise out of, or by reason of, action taken under this Section.

#### Article 19 – Management Rights

19.01 It is recognized that, except as expressly stated herein, the Employer shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the County in all its various aspects, including but not limited to the following: the right to direct working forces; to plan, direct and control all operations and services of the County; to determine the method, means, organization, and number of personnel of which such operations and services are to be conducted; to assign and transfer employees, to schedule working hours and assign overtime; to determine whether goods or services are to be made or purchased; to hire, promote, demote, suspend, discipline, discharge for just cause, or lay off employees; to make and enforce reasonable work rules and regulations; and to change or eliminate existing methods, equipment, services, or facilities.

19.02 The County will provide job descriptions for each title listed in Exhibit "A" of this Agreement. The job description shall be available in all Departments covered by the Agreement so employees from time to time may refer to or examine the job description. The County may amend the job descriptions from time to time to reflect changing conditions and availability of work. Such amendments to the job descriptions shall be made available to the employees affected as soon as reasonably possible. It shall be the policy for employees to be assigned duties which are described for them in the job descriptions.

19.03 The County agrees not to subcontract any unit services that result in either a reduction in pay, loss of County employment, layoff, a reduction of hours, or keeping qualified employees on layoff as a result of that subcontracting.

Article 20 – Entire Memorandum of Agreement

20.01 This Agreement constitutes the entire Agreement between the parties and no verbal statements shall supercede any of its provisions. Any amendment supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

All letters of Agreement and/or Memorandum of Agreement existing as of January 1, 2008, not contained herein, are hereby repudiated.

ADAMS COUNTY EXECUTIVE  
COMMITTEE

ADAMS COUNTY COURTHOUSE  
EMPLOYEES LOCAL 1168, AFSCME,  
AFL-CIO

Dated this \_\_\_\_ day of \_\_\_\_\_, 2009.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2009.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Exhibit "A" – Wage Scale**

<b>Position</b>	<b>Increases</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
<b>Group Eight</b>	C.D.	14.11	14.48	14.84	15.20	15.56	15.92	16.29	16.65	17.01
Victim Witness Coordinator Economic Support Specialist II	1/1/2008 - 1%	14.25	14.62	14.99	15.35	15.72	16.08	16.45	16.82	17.18
	7/1/2008 - 2%	14.54	14.91	15.29	15.66	16.03	16.40	16.78	17.16	17.52
	1/1/2009 - 3%	14.98	15.36	15.75	16.13	16.51	16.89	17.28	17.67	18.05
	1/1/2010 - 2%	15.28	15.67	16.07	16.45	16.84	17.23	17.63	18.02	18.41
	7/1/2010 - 1%	15.43	15.83	16.23	16.61	17.01	17.40	17.81	18.20	18.59
<b>Group Seven</b>	C.D.	13.70	14.05	14.41	14.76	15.11	15.46	15.81	16.16	16.51
Child Support Specialist/Case Manager Lead Maintenance Technician Lead Bookkeeper Accounting Technician/Payroll Specialist	1/1/2008 - 1%	13.84	14.20	14.55	14.91	15.26	15.62	15.97	16.32	16.68
	7/1/2008 - 2%	14.12	14.48	14.84	15.21	15.57	15.93	16.29	16.65	17.01
	1/1/2009 - 3%	14.54	14.91	15.29	15.67	16.04	16.41	16.78	17.15	17.52
	1/1/2010 - 2%	14.83	15.21	15.60	15.98	16.36	16.74	17.12	17.49	17.87
	7/1/2010 - 1%	14.98	15.36	15.76	16.14	16.52	16.91	17.29	17.66	18.05
<b>Group Six</b>	C.D.	13.30	13.65	13.99	14.33	14.67	15.01	15.35	15.69	16.03
PA III - Deputy (Circuit Court, Clerk of Court, County Clerk, Register of Deeds, & Treasurer) Program Assistant III - Community Service Coordinator Economic Support Specialist - Entry PA III - Legal Secretary Lead Library Assistant Maintenance Technician PA III - Real Property Lister	1/1/2008 - 1%	13.44	13.78	14.13	14.47	14.82	15.16	15.50	15.85	16.19
	7/1/2008 - 2%	13.71	14.06	14.41	14.76	15.12	15.46	15.81	16.17	16.51
	1/1/2009 - 3%	14.12	14.48	14.84	15.20	15.57	15.92	16.28	16.66	17.01
	1/1/2010 - 2%	14.40	14.77	15.14	15.50	15.88	16.24	16.61	16.99	17.35
	7/1/2010 - 1%	14.54	14.92	15.29	15.66	16.04	16.40	16.78	17.16	17.52
<b>Group Five</b>	C.D.	12.92	13.25	13.58	13.91	14.24	14.57	14.90	15.24	15.57
PA III - Public Health Secretary PA III - Secretary/Bookkeeper PA III - Benefit Specialist PA III - Land Conservation Secretary PA III - Secretary/Bookkeeper PA III - Solid Waste Secretary PA III - Veterans Service Clerk/Receptionist	1/1/2008 - 1%	13.05	13.38	13.72	14.05	14.38	14.72	15.05	15.39	15.73
	7/1/2008 - 2%	13.31	13.65	13.99	14.33	14.67	15.01	15.35	15.70	16.04
	1/1/2009 - 3%	13.71	14.06	14.41	14.76	15.11	15.46	15.81	16.17	16.52
	1/1/2010 - 2%	13.98	14.34	14.70	15.06	15.41	15.77	16.13	16.49	16.85
	7/1/2010 - 1%	14.12	14.48	14.85	15.21	15.56	15.93	16.29	16.65	17.02

Position	Increases	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
<b>Group Four</b>	C.D.	12.54	12.86	13.18	13.51	13.83	14.15	14.47	14.79	15.11
PA II - Clerk/Bookkeeper	1/1/2008 - 1%	12.67	12.99	13.32	13.64	13.97	14.29	14.61	14.94	15.26
PA II - Clerk	7/1/2008 - 2%	12.92	13.25	13.59	13.91	14.25	14.58	14.90	15.24	15.57
PA II - Collections Specialist	1/1/2009 - 3%	13.31	13.65	14.00	14.33	14.68	15.02	15.35	15.70	16.04
Library Assistant	1/1/2010 - 2%	13.58	13.92	14.28	14.62	14.97	15.32	15.66	16.01	16.36
PA II - Long Term Support Transportation Coordinator	7/1/2010 - 1%	13.72	14.06	14.42	14.77	15.12	15.47	15.82	16.17	16.52
<b>Group Three</b>	C.D.	12.18	12.49	12.80	13.11	13.42	13.74	14.05	14.36	14.67
PA II - Clerk	1/1/2008 - 1%	12.30	12.61	12.93	13.24	13.56	13.87	14.19	14.50	14.82
PA II - Clerk	7/1/2008 - 2%	12.55	12.86	13.19	13.50	13.83	14.15	14.47	14.79	15.12
PA II - Support Specialist - Fiscal	1/1/2009 - 3%	12.93	13.25	13.59	13.91	14.24	14.57	14.90	15.23	15.57
Eliminated - Budget	1/1/2010 - 2%	13.19	13.52	13.86	14.19	14.52	14.86	15.20	15.53	15.88
Cook/Site Coordinator - Nutrition Specialist	7/1/2010 - 1%	13.32	13.66	14.00	14.33	14.67	15.01	15.35	15.69	16.04
PA II - Records Technician										
PA II - Secretary/Receptionist										
PA II - AODA Support Specialist										
PA II - Clerk/Receptionist										
<b>Group Two</b>	C.D.	11.82	12.12	12.43	12.73	13.03	13.34	13.64	13.94	14.25
Elderly Transportation	1/1/2008 - 1%	11.94	12.25	12.55	12.86	13.16	13.47	13.78	14.08	14.39
Cook/Site Manager	7/1/2008 - 2%	12.18	12.50	12.80	13.12	13.42	13.74	14.06	14.36	14.68
Job Coach	1/1/2009 - 3%	12.55	12.88	13.18	13.51	13.82	14.15	14.48	14.79	15.12
Training Specialist	1/1/2010 - 2%	12.80	13.14	13.44	13.78	14.10	14.43	14.77	15.09	15.42
	7/1/2010 - 1%	12.93	13.27	13.57	13.92	14.24	14.57	14.92	15.24	15.57
<b>Group One</b>	C.D.	11.48	11.77	12.07	12.36	12.65	12.95	13.24	13.54	13.83
Custodian	1/1/2008 - 1%	11.59	11.89	12.19	12.48	12.78	13.08	13.37	13.67	13.97
Bus Driver	7/1/2008 - 2%	11.82	12.13	12.43	12.73	13.04	13.34	13.64	13.94	14.25
PA I - Senior Center Aide	1/1/2009 - 3%	12.17	12.49	12.80	13.11	13.43	13.74	14.05	14.36	14.68
	1/1/2010 - 2%	12.41	12.74	13.06	13.37	13.70	14.01	14.33	14.65	14.97
	7/1/2010 - 1%	12.53	12.87	13.19	13.50	13.84	14.15	14.47	14.80	15.12

LICENSED PRACTICAL NURSE		Step	Step	Step	Step	Step
		1	2	3	4	5
		Start	6 mos.	1 Year	2 Year	10 Yr
	C.D.	15.35	16.19	17.13	18.00	18.45
	1/1/2008 - 1%	15.35	16.19	17.13	18.00	18.45
	7/1/2008 - 2%	15.66	16.51	17.47	18.36	18.82
	1/1/2009 - 3%	16.13	17.01	17.99	18.91	19.38
	1/1/2010 - 2%	16.45	17.35	18.35	19.29	19.77
	7/1/2010 - 1%	16.61	17.52	18.53	19.48	19.97
BUILDING INSPECTOR  (with certifications)		Step	Step	Step	Step	Step
		1	2	3	4	5
		Start	6 mos.	1 Year	2 Year	10 Yr
Certification Two	C.D.	18.04	18.31	18.60	18.87	19.14
	1/1/2008 - 1%	18.04	18.31	18.60	18.87	19.14
	7/1/2008 - 2%	18.40	18.68	18.98	19.25	19.52
	1/1/2009 - 3%	18.95	19.24	19.55	19.83	20.11
	1/1/2010 - 2%	19.33	19.62	19.94	20.23	20.51
	7/1/2010 - 1%	19.52	19.82	20.14	20.43	20.72
Certification Three	C.D.	18.73	18.99	19.27	19.52	19.83
	1/1/2008 - 1%	18.73	18.99	19.27	19.52	19.83
	7/1/2008 - 2%	19.10	19.37	19.65	19.91	20.23
	1/1/2009 - 3%	19.67	19.95	20.24	20.51	20.84
	1/1/2010 - 2%	20.06	20.35	20.64	20.92	21.26
	7/1/2010 - 1%	20.26	20.55	20.85	21.13	21.47
Certification Four	C.D.	19.41	19.68	19.94	20.21	20.47
	1/1/2008 - 1%	19.41	19.68	19.94	20.21	20.47
	7/1/2008 - 2%	19.80	20.07	20.34	20.61	20.88
	1/1/2009 - 3%	20.39	20.67	20.95	21.23	21.51
	1/1/2010 - 2%	20.80	21.08	21.37	21.65	21.94
	7/1/2010 - 1%	21.01	21.29	21.58	21.87	22.16
Certification Five	C.D.	20.06	20.36	20.61	20.90	21.15
	1/1/2008 - 1%	20.06	20.36	20.61	20.90	21.15
	7/1/2008 - 2%	20.46	20.77	21.03	21.32	21.58
	1/1/2009 - 3%	21.07	21.39	21.66	21.96	22.23
	1/1/2010 - 2%	21.49	21.82	22.09	22.40	22.67
	7/1/2010 - 1%	21.70	22.04	22.31	22.62	22.90
Certification Six	C.D.	20.76	21.03	21.28	21.57	21.82
	1/1/2008 - 1%	20.76	21.03	21.28	21.57	21.82
	7/1/2008 - 2%	21.18	21.45	21.70	22.00	22.25
	1/1/2009 - 3%	21.82	22.09	22.35	22.66	22.92
	1/1/2010 - 2%	22.26	22.53	22.80	23.11	23.38
	7/1/2010 - 1%	22.48	22.76	23.03	23.34	23.61



MEMORANDUM OF AGREEMENT

IT IS HEREBY AGREED between Adams County and the Adams County (Courthouse or Professional) Employees' Union Local 1168 that the following shall constitute a supplemental agreement to Article 15 - Classification and Wages for the Collective Bargaining Agreement of 2008 - 2010 between the parties.

A. Position Classification. The classification of individual positions to pay grades, effective upon ratification of the 2008-2010 Agreement, will be based upon the evaluation of the Job Description Questionnaires ("JDQ") conducted by Carlson Dettmann Consulting using their Point Factor Job Evaluation System. Position classification matters will not be eligible for the grievance process, and the employer agrees to exempt the cost of any pay range reallocation resulting from reclassification from the cost of any economic portions of collective bargaining with the Union in this and future collective bargaining agreements.

B. Pay Progression. At the time of the plan implementation, an employee who is at a pay step which is below the maximum rate, will be eligible to advance to the next higher step each January 1 per the schedule, until reaching the maximum rate. Any new employees hired between January 1 and June 30, will move to the next step on January 1 of the succeeding year, and will advance each January 1 thereafter. Any new hires from July 1 to December 31, will move to the next step on January 1 of the calendar year occurring immediately after the first anniversary date of said employee's hire.

C. Classification Review. The first opportunity for a classification review will be in 2010. An employee who feels his/her position responsibilities have substantially changed since implementation of the pay plan may request a re-evaluation on the forms provided by the Personnel Department by June 30<sup>th</sup> of the year preceding collective bargaining agreement expiration. The employee's department director will review the request and make a recommendation, which will include an explanation of why the duties have changed and an assessment of the stability of the changes. Carlson Dettmann Consulting will evaluate the request using their system and make a written recommendation to the Employer and the Union within thirty (30) days regarding pay grade placement.

D. Binding Recommendation. The County and the Union agree to be bound by the consultant's recommendation on position classification matters, including pay range allocation. Any change in pay range allocation resulting from a re-evaluation will be implemented January 1 of the next fiscal year. An employee allocated to a higher range will be placed on the lowest pay step of the higher range, which provides an increase and will be eligible to begin progression through the range twelve months later. The County will be responsible for paying the consultant's evaluation fee.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

ADAMS COUNTY

ADAMS COUNTY COURTHOUSE EMPLOYEES,  
LOCAL 1168

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LETTER OF UNDERSTANDING  
BETWEEN  
ADAMS COUNTY  
AND  
AFSCME LOCAL 1168  
(Courthouse Unit)

The parties acknowledge that the County has decided, until further notice, to change its typing requirement for speed to 45 w.p.m. from the present 50 w.p.m. for any job postings determined by the County to require a test for typing speed and accuracy.

In consideration thereof, Local 1168 agrees it will not file any grievances for job postings that included a typing test requiring the previous 50 w.p.m. standard, wherein any member of Local 1168 achieved at least 45 w.p.m., but failed to achieve 50 w.p.m.

This document will be effective upon the date of the last signature.

\_\_\_\_\_  
Dana Henriksen

9/30/08

Date

\_\_\_\_\_  
John R. Albert  
Adams County Corporation Counsel/Personnel Director

9/30/08

Date

\_\_\_\_\_  
Bill Moberly  
Staff Representative

9/30/08

Date

**AGREEMENT BETWEEN**

**COUNTY OF ADAMS**

**AND**

**ADAMS COUNTY PROFESSIONAL EMPLOYEES' UNION  
LOCAL 1168 AFSCME, AFL-CIO**

**JANUARY 1, 2008 THROUGH DECEMBER 31, 2010**

## TABLE OF CONTENTS

Preamble .....	1
Article 1 Recognition .....	1
Article 2 Probation and Seniority .....	1
Article 3 Grievance Procedure .....	4
Article 4 Discipline .....	5
Article 5 Vacations .....	5
Article 6 Sick Leave .....	6
Article 7 Holidays .....	8
Article 8 Leaves of Absence .....	8
Article 9 Overtime, Call-Out Pay and On-Call Pay .....	9
Article 10 Bereavement Leave .....	9
Article 11 Jury Duty - Witness .....	10
Article 12 Insurance .....	10
Article 13 Retirement Contribution .....	11
Article 14 Hours of Work .....	11
Article 15 Classification and Wages .....	11
Article 16 Mileage and Meal Allowance .....	12
Article 17 Fair Share Agreement .....	12
Article 18 Union Activity .....	12
Article 19 Management Rights .....	13
Article 20 Validity .....	13
Article 21 Entire Memorandum of Agreement .....	13
Article 22 Duration .....	14
Exhibit A: Wage Scale 2008/2009/2010 .....	15
Memorandum of Agreement .....	17

## AGREEMENT

### Preamble

WHEREAS, the mutual interest of the Employer and the employees are recognized by this Agreement for the operation of the various departments under methods that will promote safety to the employee, cleanliness and proper care of equipment and protection of property and facilities, of fair and peaceful adjustment of differences that may arise from time to time, and promulgating of reasonable rules and regulations and ethical conduct of business relations between the Employer and the employee, and to this end have reached this Agreement.

### Article 1 - Recognition

1.01 This Agreement is entered into by and between the Adams County Board of Supervisors, hereinafter referred to as the "Employer" or "County," and the Adams County Professional Employees Union, Local 1168, A.F.S.C.M.E., AFL-CIO, hereinafter referred to as the "Union."

1.02 The County recognizes the Union as the exclusive representative for the purposes of conferences and negotiations on all matters concerning wages, hours and other conditions of employment for all regular full-time and regular part-time employees of the Adams County Health & Human Services Department, Office Manager/Paralegal employed in the Adams County District Attorney's office and the Public Health Department, excluding supervisory, managerial, confidential, non-professional employees, highway department employees, solid waste department employees and law enforcement department employees.

1.03 Non-Discrimination: The parties hereto agree that there shall be no discrimination with respect to any employee because of age, sex, race, religion, handicap, national origin, union affiliation, marital status, or sexual orientation, contrary to applicable state and/or federal law. This section shall not be subject to the arbitration section of the grievance procedure.

### Article 2 - Probation and Seniority

2.01 Each newly hired employee shall serve a six (6) month probationary period. During said probationary period, the employee shall receive the wage called for in Exhibit "A", Classification and Wages, and shall be subject to dismissal without recourse to the grievance procedure.

2.02 A regular full-time employee is one who works a schedule of hours of thirty-seven and one-half (37.5) hours or more per week.

2.03 A regular part-time employee is one who is employed less than thirty-seven and one-half (37.5) hours per week.

2.04 The Employer recognizes the principle of seniority.

(a) Seniority of an employee shall be based upon the employee's last date of hire in the bargaining unit and shall not be lost or changed due to time off with pay, layoffs, or other unpaid time off authorized by the Employer. Written notice of layoff shall be provided to the employee at least ten (10) working days prior to the effective date of the layoff. Notice of recall shall be by certified mail, to the employee's last known address; such recall notice shall be given at least ten (10) working days prior to the date of recall. Date of recall notice shall be the date of first attempted delivery by certified mail. It is the employee's responsibility to inform the Employer of any address change.

(b) The Employer shall have the right to reduce the number of jobs in any classification. Employees whose jobs have been eliminated shall have the right to bump any junior employee within the bargaining unit, whose pay grade is equal, less, or no more than one (1) group higher, provided they meet the minimum qualifications of the position. The bumping process shall begin with the most senior employee whose job has been eliminated. The employee must select a position to bump into and notify the Personnel Department in writing of their selection within seven (7) working days. The Personnel Department shall schedule any applicable testing/interview and will approve the bump if all position requirements are met. The employee shall be notified, together with the department head of the employee to be bumped. Said department head, or designee, shall notify the employee being bumped.

Employees who exercise their right to bump shall serve a sixty (60) calendar day trial period in the new position. If during that sixty (60) calendar day period, the employee or the employer decides the employee cannot fulfill the requirements of the job, the employee will be laid off and subject to recall as per this Section.

Junior employees who have lost their position as a result of a bump, shall have the right to exercise their bumping rights, in the same manner as stated herein. Any employee whose position has been eliminated or lost due to a bump, shall have the option to accept a layoff and thereby decline their right to bump. Laid-off employees shall have the recall right as provided hereinafter.

(c) In recalling, the employee(s) with the greatest seniority shall be recalled first, providing they are qualified to perform the work. An employee has the right to refuse a temporary recall without loss of seniority or losing the right of permanent recall if working elsewhere. Temporary is defined as less than three (3) calendar months.

(d) The term "qualification," as used in this section, shall be defined by the job description.

(e) An employee who is on layoff shall retain recall rights for a period of twenty-four (24) months. An employee who is unable to work due to illness and who has exhausted accumulated paid sick leave shall recall rights as specified in Section 6.06 of this Agreement.

(f) The employer shall post a seniority list on or about January 1, and keep the same up to date.

(g) Seniority and the employment relationship shall be broken and terminated if the employee:

1. Quit or resigned;
2. Is discharged for just cause;
3. Is absent from work for three (3) consecutive working days without notification to and approval by the County unless unable to notify for physical or other reasonable cause;
4. Fails to report to work within ten (10) working days after having been recalled from layoff;
5. Fails to report to work within three (3) working days at the termination of a leave of absence;
6. If an employee on leave of absence for personal reasons accepts other employment without permission; or
7. If the employee is retired.

2.05 Job Postings. Whenever a regular full-time or regular part-time position is created or a position becomes vacant due to retirement, death, termination or transfer, it shall be posted for five (5) working days on the office bulletin boards. A vacancy is deemed to have occurred when a written resignation has been tendered and the employee leaves employment or an employee has died or been formally discharged, retired or transferred from a position. A new vacancy or position that is anticipated may be posted up to thirty (30) days before the occurrence of the vacancy or the creation of the new position. All employees may apply for such new job or fill such vacancy without jeopardizing their current employment. If an employee has passed a test within one (1) year from the time he/she applies for a new job that requires the same test, that score shall be considered toward fulfilling the requirements for the new job. Any other testing requirements of the new job shall be met by the employee before being considered qualified. Vacancies shall be awarded to the most senior qualified employee. Employees awarded a vacancy shall serve a trial period up to forty (40) working days as determined necessary by the department head. Part-time employees shall serve up to an equivalent number of working days as a full-time employee. During the trial period, employees shall be paid at their current rate of pay or the first step in the new pay grade that affords an increase over their current rate of pay. Upon completion of the trial period, the employees shall be paid at the new pay grade step consistent with "Pay Progression" in the Memorandum of Agreement (attached). Employees entering new positions or vacated positions who no longer want the position, or that in the opinion of the department head involved, do not pass the trial period for such new position or vacated position, shall return to their previous job at their previous rate of pay, if they return to

their previous job position within the trial period. Temporary part-time and seasonal employees, for the purposes of advancement in union positions, are treated as would be applicants first applying.

2.06 If there is any difference of opinion as to the qualifications of an employee, the Union can take the matter up for adjustment under the Grievance Procedure.

### Article 3 - Grievance Procedure

3.01 Definition: A grievance is defined as a dispute concerning the interpretation, application, and/or enforcement of the terms of this Agreement.

3.02 Procedural Steps: In the event of a grievance, the employee(s) shall continue to perform assigned work tasks and grieve the complaint later unless it is reasonably determined that safety and health of the employee(s) are the basis for the complaint. The Union shall have the right to representation at all grievance meetings to protect the right of its members and present its position on the grievance. Except as provided in Section 3.03, the following procedural steps shall apply:

Step One: The Union Committee and/or the Union Representative shall present a written grievance to the immediate Department Head no later than ten (10) working days after the grievance occurs or knowledge thereof. The Department Head shall, within ten (10) working days, inform the Union Committee and/or representative in writing of his/her decision.

Step Two: If a satisfactory settlement is not reached at the Department Head level, the Union Committee and/or the Union Representative shall present the grievance in writing to the Personnel Director within ten (10) working days after receipt of the Department Head's written decision. The Personnel Director shall hold a meeting and respond in writing within ten (10) working days after receipt of the written grievance.

Step Three: If a satisfactory settlement is not reached at the Personnel Director level, the Union Committee and/or the Union Representative shall present the grievance in writing to the Executive Committee within ten (10) working days after receipt of the Personnel Director's written decision. The Executive Committee shall hold a meeting not less than ten (10) or more than forty (40) calendar days after receipt of the written grievance to discuss the grievance with the aggrieved employee, the Union Committee and/or the Union Representative. The Executive Committee shall respond in writing within ten (10) working days of the meeting.

Arbitration: If a satisfactory settlement is not reached with the Executive Committee, either party to this Agreement may request the grievance be submitted to arbitration by providing notice to the other party within ten (10) working days of receipt of the Executive Committee's answer. The party providing notice for arbitration must file for arbitration within ten (10) working days of the notice to arbitrate. Failure to submit the grievance within the time line above will result in the grievance being dropped. Submission for arbitration will be submitted to the WERC with a request for a panel of five (5) WERC Arbitrators, from which the parties shall



alternately strike names to select the Arbitrator. The Arbitrator appointed shall hear the dispute and his/her findings and decision shall be final and binding upon the parties. However, the Arbitrator, in arriving at his/her final decision, shall be limited to those issues involving the interpretation and application of the provisions of this Agreement. The Arbitrator has no authority to add to, delete from, or otherwise modify any aspects of this Agreement. Costs of the Arbitrator and transcripts, if any, shall be borne equally by the Union and the Employer.

3.03 Expedited Procedure for Grievances Involving Dismissal: If a discharged employee wishes to file a grievance involving his/her dismissal, the filing of the grievance with the Department Head (Section 3.02, Step One and Step Two) shall be eliminated, and the employee shall commence the grievance procedure by filing the written grievance, along with a request for a meeting, with the Executive Committee. The request for a meeting on the grievance must be made within five (5) working days. Requests must be made in writing by letter, addressed to the Chair of the Executive Committee (postmark to be considered the time of request). Except as modified by the specific language of this Section, the provisions of Section 3.02 shall apply to grievances filed under this Section.

3.04 Time limits set forth above may be extended by mutual agreement of the designated parties. Those parties for the Union being the Union Representative and for the County, the office of the Corporation Counsel. For the purposes of Article 3, working days shall be defined as Monday through Friday, excluding Saturday, Sunday and holidays recognized in Article 7.

3.05 The Employer agrees that time spent in the conduct of grievance, negotiations, and matters concerning collective bargaining shall not be deducted from pay of delegated employee representatives of the Union. It is understood that negotiations will normally be conducted outside of regular work hours.

#### Article 4 - Discipline

4.01 The Employer shall not suspend, discharge, or otherwise discipline any employee without just cause. When such action is taken against an employee, the employee will receive written notice of such action. Such notice shall be given to the employee and the Union within five (5) working days after the action is taken. Such notice shall include the reasons on which the Employer's action is based.

#### Article 5 - Vacations

5.01 Each employee shall receive vacation with pay according to the following schedule:

##### Service

During the first year of employment

##### Vacation

one-half (1/2) day per month

During the second year of employment	one (1) day per month
During the eighth year of employment	one and one-half (1 1/2) days per month
During the eighteenth year of employment	two (2) days per month
During the twenty ninth year of employment	25 days

Year, for this purpose, is measured from the anniversary of employment. Day, for this purpose, means seven and one-half (7½) hours. Vacation pay for part-time employees shall be prorated based upon the average number of hours in the employee's work week.

5.02 Choice of vacation time shall be by the employee upon prior approval of the department head. If there is a conflict as to various preference, seniority shall prevail.

5.03 Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of fourteen (14) calendar days advance notice of resignation), layoff, death, disability, or retirement, shall be paid for all unused earned vacation. In the case of the death of an employee, it shall be paid to the beneficiary under the Wisconsin Retirement Fund, or if no beneficiary, to the estate of the employee.

5.04 If a holiday falls during an employee's vacation, he/she shall receive an additional day of vacation.

5.05 An employee will waive any vacation which he/she was entitled to if not taken within one (1) year of eligibility, unless the employee was prevented from doing so at the request of the Employer, or if a special exception is granted. In this case, vacation may be carried forward and taken at a mutually satisfactory date.

#### Article 6 - Sick Leave

6.01 Each employee shall earn one (1) day of sick leave for each month of service.

6.02 To be eligible for sick leave benefits, an employee must have been employed for a period of one (1) month and must be off work due to the employee's sickness or off-the-job injury (if not covered by Worker's Compensation).

6.03 An employee off work under sick leave must give notice to the office no later than the regularly scheduled start of the work day.

6.04 Sick leave benefits shall begin with the first day of absence. A doctor's statement shall be required for absences of more than three (3) days.

6.05 Unused sick leave may accumulate to a maximum of one hundred eight (108) work days. After the maximum number of sick days are accumulated, employees shall be paid

for twenty-five percent (25%) of the unused sick leave over the maximum, to be paid annually the first payroll in January of the following year, at the December 31<sup>st</sup> wage rate.

6.06 An employee who has exhausted his/her sick leave credits and is unable to return to work due to illness or injury, the remainder shall be charged to the accumulated vacation, available compensatory time, or leave without pay, at the employee's option. In the event the employee chooses leave without pay, the employee shall be granted medical leave of absence until such time as he/she is able to return to work as certified by a physician or chiropractor, or for a period of not more than five (5) calendar years from the date the leave is granted, whichever comes first. During such leave of absence, the employee shall not be entitled to any fringe benefits under this contract, but will be entitled to re-employment with the employer as herein provided. Where the employee returns to work following a medical leave of absence of less than one (1) year, the employee shall be returned to his/her former position without loss of seniority. Where the employee is off work due to a medical leave of absence for a period of one (1) year or longer, the employee shall be returned to work at the next available opening for which the employee is qualified as defined in Section 2.04. The employee will then be credited with the same seniority he/she had when the leave began. An employee on medical leave of absence shall comply with reasonable requests for medical information verifying the need for continued medical leave. No leave of absence hereunder shall be granted unless applied for, in writing to the Department Head. The time an employee is medically able to return to work, but during which no job is available, shall not be counted toward the five (5) year limit on medical leaves of absence.

6.07 Sick leave benefits shall be based on the rate the employee would have received had he/she worked during such period.

6.08 Upon layoff, retirement, death, resignation (where such resigning employee has given the employer a minimum of ten (10) working days advance notice of such resignation), or termination except for cause, an employee shall receive, as a severance bonus, payment of fifty percent (50%) of the sick leave days he/she has accumulated not to exceed thirty (30) work days. Employees with fifteen (15) or more years of service shall receive as their severance bonus payment of seventy-five percent (75%) of the sick leave days he/she has accumulated, not to exceed sixty-seven (67) work days.

6.09 Any employee claiming benefits under this Article shall fill out and file with the Department Head, an employee sick leave request. Forms shall be made available to the employees by the Department Head.

6.10 Employees will be permitted to use accumulated sick leave for doctor and dentist appointments. Said time for appointments shall be in minimum time spans of one (1) hour.

6.11 Sick leave pay for part-time employees shall be pro-rated based upon the average number of hours in the employee's work week.

## Article 7 - Holidays

7.01 Each employee shall be granted the following holidays off with pay.

New Year's Day	Thanksgiving Day
Spring Holiday	Friday After Thanksgiving
Memorial Day	The Last Work Day Preceding Christmas
Independence Day	Christmas Day
Labor Day	

If any of the above-mentioned holidays fall on a Saturday, the preceding Friday shall be declared the holiday. If a holiday falls on a Sunday, the following Monday shall be deemed the holiday. In order to qualify for holiday pay, the employee must work the last regularly assigned work day before and the first regularly assigned work day after the given holiday unless off due to an excused absence.

In addition to the above-named holidays, two (2) additional floating holidays shall be granted effective January 1, 2009, to all employees who have been employed by the County for three (3) or more years.

All floating holidays must be used during the calendar year in which they are earned; if not taken during that year, they will be considered to have been waived by the employee.

7.02 A part-time employee shall be paid for a holiday only if the holiday falls on a day when he/she would normally be scheduled for work. In addition, any part-time employee whose regular schedule provides less than a full days work on a given holiday will be paid a prorated holiday benefit.

## Article 8 - Leaves of Absence

8.01 Military Leave: In accordance with Section 45.50, Wisconsin Statutes, leaves of absence shall automatically be granted to all employees who are called or volunteer for military service and such employees shall, at the expiration of their military service, be returned to their former job at the prevailing salary rate without loss of seniority or employment rights, providing, however, that application for re-employment is made within ninety (90) days after discharge from said service.

8.02 Leaves in General: An employee who wishes to absent himself/herself from his/her employment for any reason not otherwise provided for in this Agreement, must make application for non-paid leave of absence from the Employer. The granting of such leave and length thereof shall be contingent upon the reasons for request. No leaves of absence shall be granted to take other employment, except that leaves of absence shall be granted to employees to hold an elective position in federal, state, county, or municipal government, whether elected or appointed such a position, and for Union office. The last described exception shall apply for a period of time equal to one term in the respective position, unless extended by mutual agreement.

All seniority and benefits of any employee who is elected or chooses to fill an elected office shall be frozen as of the date of appointment.

8.03 Education Leave: A leave of absence may be granted to employees who desire to improve their ability and job knowledge through further education. Educational leave shall be without pay except when requested by the Employer and must be recommended by the Department Head. The procedure for obtaining such leave shall be the same as outlined in Section 8.02 of this Article.

8.04 Parental Leave: A leave of absence of up to three (3) months shall be granted to employees who become parents through birth or adoption.

8.05 Elective Office Leave: An employee requesting a non-paid leave of absence to be a candidate for elective office and to hold the elective office shall be granted a leave as long as the employee holds the elective office. At the expiration of such term of office, the employee may be returned to his/her former classification at the prevailing salary rate with seniority rights that the employee held at the time of taking the elective office.

#### Article 9 - Overtime. Call-out Pay and On-call Pay

9.01 Overtime: Employees shall be paid one and one-half (1 1/2) times their regular rate of pay for all time worked in excess of forty (40) hours per week. In lieu of overtime pay, employees shall be allowed to take compensatory time off with pay at the rate of one and one-half (1 1/2) hours for each hour of overtime worked.

##### 9.02 On-call Pay and Call-out Pay:

- A. Employees assigned to on-call duty during non-office hours shall receive \$1.25 per hour for all hours so assigned. Employees assigned to on-call duty on weekends and holidays shall receive \$1.75 per hour for hours so assigned. The weekend is defined as the period commencing 4:30 p.m. Friday through 8:00 a.m. Monday.
- B. When employees assigned to on-call duty are actually called upon to work, they will receive their regular rate of pay per hour in one-quarter (1/4) hour increments.
- C. Employees shall not be required to perform on-call duty more than one week per month.

#### Article 10 - Bereavement Leave

10.01 In the event of a death in the immediate family of a regular full-time or regular part-time employee, including a probationary employee, such employee will be paid for the time lost from scheduled work as provided in A and B below. It is agreed that an employee may be required to furnish verification of the death, date of funeral, and relationship of the deceased.

- A. Five (5) consecutive work days for an employee's parent, spouse, and/or child(ren).
- B. Three (3) consecutive work days for employee's brother, sister, mother-in-law, father-in-law, step-parents, step-child, grandparent, grandchildren, or other members of immediate household.

10.02 In the event of the death of a near relative, such as a brother-in-law, sister-in-law, uncle, aunt, niece, nephew, etc. one (1) day paid leave shall be granted. A person called upon to be pallbearer or to participate in a military funeral shall receive one (1) day of paid leave. Leaves in this Section may be extended up to a total of three (3) days paid if the employee applying for such extension has accumulated and chooses to use sick leave to extend such time.

#### Article 11 - Jury Duty - Witness

11.01 An employee called for jury duty shall receive his/her regular salary for such time, provided he/she shall deposit any compensation he/she received for jury duty with the County Treasurer and receives a receipt for said deposit.

11.02 An employee called as a witness due to circumstances related to his/her work shall be paid for time lost to appear as a witness, provided however, that said employee shall turn any witness fees received to the Employer.

#### Article 12 - Insurance

12.01 Health Insurance: The County shall pay 90% towards the monthly premiums for employees eligible for the family plan and 90% toward the monthly premiums for employees eligible for the single plan. The County shall pay 85% toward the premiums for employees eligible for the family plan and 85% toward the monthly premium for employees eligible for the single plan for employees hired on or after January 1, 2006. The County and the Union recognize the need to foster competition among Health Insurance carriers in particular, Health Care providers in general. To that end, the Union and the County agree to cooperate to maintain or achieve the lowest possible premium.

12.02 Worker's Compensation: All employees are entitled to Worker's Compensation coverage. Any employee who is absent from work due to illness or injury caused while carrying out his/her duties as an employee, which absence is of sufficient duration to result in payment of Worker's Compensation, shall suffer no loss of income for a period of ninety (90) days and not chargeable to sick leave credits. Beyond ninety (90) days, the employee will be allowed to exercise one of the following options:

- 1. Receive Worker's Compensation benefit with no deduction from the accumulated sick leave;
- 2. Receive the Worker's Compensation benefit and be paid the difference between their regular pay based upon a normal work week and the Worker's

Compensation benefit with the County charging the employee's sick leave account with the apportioned amount that equals the cash differential between the Worker's Compensation and regular pay;

Benefits supplementing Worker's Compensation under this Section shall terminate when the employee is able to return to work, or one (1) year from the date of the disabling injury or illness, whichever occurs first. Benefits under option (2) shall be available only to the extent of the employee's accumulated sick leave credits. During the benefit period provided for herein the disabled employee will be granted fringe benefits as if working at their regular position.

12.03 Life Insurance: The Employer agrees to provide each employee with the "Wisconsin Group Life Insurance for Employees of Wisconsin Municipalities," with the Employer paying for the minimum percentage allowable of the employee's premium.

12.04 The County retains the right to change insurance carriers and/or providers, provided that the coverage is substantially equivalent as a whole.

#### Article 13 - Retirement Contribution

13.01 The Employer agrees to pay the full amount of the employee's share of the contribution to the State Retirement Fund.

#### Article 14 - Hours of Work

14.01 The work schedule for full-time employees shall be seven and one-half (7 ½) hours per day and thirty-seven and one-half (37½) hours per week, Monday through Friday. The hours of work for such full-time employees shall be 8:00 a.m. through 4:30 p.m. Counselors and therapists at the Health & Human Services Department shall work one (1) evening per week. Employees will stagger their lunch hours so offices can remain open during the noon hour. Lunch schedules will be determined by mutual agreement or department need on a rotating basis.

14.02 Part-time employees shall have a regular work schedule and be entitled to all benefits on a pro-rate basis, except that an employee working eighty-five (85) hours per month or more shall receive insurance coverage on the same basis as full-time employees.

14.03 Each employee shall be allowed a break of fifteen (15) minutes for each one-half (1/2) day's work. This break-time shall not accumulate in any way, and shall not be used to extend lunch periods or shorten the work day.

#### Article 15 - Classification and Wages

15.01 Classification and Wages, Exhibit "A" attached hereto and a part hereof shall be the minimum rates of pay in effect for the life of this Agreement.

15.02 Job descriptions of existing positions shall be provided to the Union.

15.03 New employees shall receive a step increase upon completion of periods of employment set forth in Exhibit "A". Employees shall be paid in accordance with Exhibit "A" and shall be given credit for all time worked for the Employer prior to the execution of this Agreement.

15.04 When a worker meets the requirements set up by the State for a reclassification to a higher position, this reclassification shall be made effective the month following the approval of the County Board.

15.05 The County shall notify the Union when a new position of employment is created. Thereafter, the wages, hours, or conditions of employment pertaining to the newly created position shall be subject to negotiations.

15.06 Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday.

#### Article 16 - Mileage and Meal Allowance

16.01 Mileage: Employees shall be paid at the maximum rate allowed by the IRS per mile or County policy, whichever is greater, when using their car on County business.

16.02 Meal Allowance: Employees who are given out-of-county assignments shall receive a per diem of seven dollars (\$7.00) for breakfast, nine dollars (\$9.00) for lunch and fourteen dollars (\$14.00) for dinner.

#### Article 17 - Fair Share Agreement

17.01 The County and the Union hereby recognize the "Fair Share" principle as set forth in the Wisconsin Statutes Section 111.70 as amended. A deduction from each employee shall be made from the paycheck each month in the amount as certified by the local 1168 Treasurer as the uniform dues of the Union. The Union shall indemnify and hold the County harmless against any and all claims, demands, suits, orders, judgments, or other forms of liability that shall arise out of, or by reason of, action taken under this Section.

#### Article 18 - Union Activity

18.01 Union Notices: The County shall provide easily accessible bulletin board space at each principal work site in which unit employees regularly work for the posting of Union notices and bulletins.

18.02 Union Representatives of this bargaining unit will be allowed a total of fifteen (15) hours off annually, without loss of pay, for members to attend conventions, conferences, schools, etc.



## Article 19 - Management Rights

19.01 It is recognized that, except as expressly stated herein, the Employer shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the County in all its various aspects, including but not limited to the following: the right to direct working forces; to plan, direct and control all operations and services of the County; to determine the method, means, organization, and number of personnel of which such operations and services are to be conducted; to assign and transfer employees, to schedule working hours and assign overtime; to determine whether goods or services are to be made or purchased; to hire, promote, demote, suspend, discipline, discharge for just cause, or layoff employees; to make and enforce reasonable work rules and regulations; and to change or eliminate existing methods, equipment, services, or facilities.

19.02 The County will provide job descriptions for each title listed in Exhibit "A" of this Agreement. The job description shall be available in all Departments covered by the Agreement so employees from time to time may refer to or examine the job description. The County may amend the job descriptions from time to time to reflect changing conditions and availability of work. Such amendments to the job descriptions shall be made available to the employees affected as soon as reasonably possible. It shall be the policy for employees to be assigned duties which are described for them in the job descriptions.

19.03 The County agrees not to subcontract any unit services that result in either a reduction in pay, loss of County employment, layoff, a reduction in hours, or keeping qualified employees on layoff as a result of that subcontracting.

## Article 20 - Validity

20.01 In the event any clause or portion of this Agreement shall be invalidated, the remainder of the Agreement shall remain in full force and effect, and this Agreement shall be automatically reopened, with respect to the invalidated provisions only, to adjust such invalidated clause or portion of the Agreement.

## Article 21 - Entire Memorandum of Agreement

21.01 This Agreement constitutes the entire Agreement between the parties and no verbal statements shall supercede any of its provisions. Any amendment supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

All letters of Agreement and/or Memorandum of Agreement existing as of January 1, 2008, not contained herein, are hereby repudiated.

Article 22 - Duration

22.01 This Agreement shall be effective as of January 1, 2008 and shall remain in full force and effect until December 31, 2010, and shall continue in full force and effect from year to year thereafter until such time either party desiring to open, alter, amend or otherwise change the Agreement, shall serve written notice upon the other not later than September 1, 2010, or the first day of September in any year thereafter.

ADAMS COUNTY EXECUTIVE  
COMMITTEE

ADAMS COUNTY PROFESSIONAL  
EMPLOYEES' LOCAL 1168, AFSCME, AFL-CIO

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Exhibit "A" – Wage Scale**

GROUP	CLASSIFICATION		1	2	3	4	5	6	7	8	9
1	MH Therapist/AODA Counselor MS Therapist/Licensed Clinical Social Worker	1/1/2008	22.38	22.95	23.52	24.10	24.67	25.25	25.82	26.39	26.97
		7/1/2008 - 2.5%	22.94	23.52	24.11	24.70	25.29	25.88	26.47	27.05	27.64
		1/1/2009 - 3%	23.63	24.23	24.83	25.44	26.05	26.66	27.26	27.86	28.47
		1/1/2010 - 2%	24.10	24.71	25.33	25.95	26.57	27.19	27.81	28.42	29.04
		7/1/2010 - 1%	24.34	24.96	25.58	26.21	26.84	27.46	28.09	28.70	29.33
2	None	1/1/2008	20.97	21.51	22.05	22.59	23.12	23.66	24.20	24.74	25.27
		7/1/2008 - 2.5%	21.49	22.05	22.60	23.15	23.70	24.25	24.81	25.36	25.90
		1/1/2009 - 3%	22.13	22.71	23.28	23.84	24.41	24.98	25.55	26.12	26.68
		1/1/2010 - 2%	22.57	23.16	23.75	24.32	24.90	25.48	26.06	26.64	27.21
		7/1/2010 - 1%	22.80	23.39	23.99	24.56	25.15	25.73	26.32	26.91	27.48
3MW	MARKET WAGE - Registered Nurses	1/1/2008	21.17	21.71	22.25	22.80	23.34	23.88	24.42	24.97	25.51
		7/1/2008 - 2.5%	21.70	22.25	22.81	23.37	23.92	24.48	25.03	25.59	26.15
		1/1/2009 - 3%	22.35	22.92	23.49	24.07	24.64	25.21	25.78	26.36	26.93
		1/1/2010 - 2%	22.80	23.38	23.96	24.55	25.13	25.71	26.30	26.89	27.47
		7/1/2010 - 1%	23.03	23.61	24.20	24.80	25.38	25.97	26.56	27.16	27.74
3	Social Worker II  Registered Nurse	1/1/2008	18.34	18.81	19.28	19.75	20.22	20.69	21.16	21.63	22.10
		7/1/2008 - 2.5%	18.80	19.28	19.76	20.24	20.73	21.21	21.69	22.17	22.65
		1/1/2009 - 3%	19.36	19.86	20.35	20.85	21.35	21.85	22.34	22.84	23.33
		1/1/2010 - 2%	19.75	20.26	20.76	21.27	21.78	22.29	22.79	23.30	23.80
		7/1/2010 - 1%	19.95	20.46	20.97	21.48	22.00	22.51	23.02	23.53	24.04
4	Case Manager Intake/Access Specialist Birth to Three Coordinator  Social Worker I Child Welfare Specialist *	1/1/2008	17.38	17.83	18.28	18.72	19.17	19.61	20.06	20.50	20.95
		7/1/2008 - 2.5%	17.81	18.28	18.74	19.19	19.65	20.10	20.56	21.01	21.47
		1/1/2009 - 3%	18.34	18.83	19.30	19.77	20.24	20.70	21.18	21.64	22.11
		1/1/2010 - 2%	18.71	19.20	19.69	20.17	20.64	21.11	21.60	22.07	22.55
		7/1/2010 - 1%	18.90	19.39	19.89	20.37	20.85	21.32	21.82	22.29	22.78

GROUP	CLASSIFICATION		1	2	3	4	5	6	7	8	9
5	AODA Counselor	1/1/2008	16.67	17.10	17.53	17.96	18.38	18.81	19.24	19.67	20.09
		7/1/2008 - 2.5%	17.09	17.53	17.97	18.41	18.84	19.28	19.72	20.16	20.59
		1/1/2009 - 3%	17.60	18.06	18.51	18.96	19.41	19.86	20.31	20.76	21.21
		1/1/2010 - 2%	17.95	18.42	18.88	19.34	19.80	20.26	20.72	21.18	21.63
		7/1/2010 - 1%	18.13	18.60	19.07	19.53	20.00	20.46	20.93	21.39	21.85

	Office Manager (DA) - Red Circled	1/1/2008 - 4%	21.48
		7/1/2008 - 0	21.48
		1/1/2009 - 3%	22.12
		1/1/2010 - 2%	22.56
		7/1/2010 - 1%	22.79

Memorandum of Agreement

IT IS HEREBY AGREED between Adams County and the Adams County (Courthouse or Professional) Employees' Union Local 1168 that the following shall constitute a supplemental agreement to Article 15 - Classification and Wages for the Collective Bargaining Agreement of 2008 - 2010 between the parties.

A. Position Classification. The classification of individual positions to pay grades, effective upon ratification of the 2008-2010 Agreement, will be based upon the evaluation of the Job Description Questionnaires ("JDQ") conducted by Carlson Dettmann Consulting using their Point Factor Job Evaluation System. Position classification matters will not be eligible for the grievance process, and the employer agrees to exempt the cost of any pay range reallocation resulting from reclassification from the cost of any economic portions of collective bargaining with the Union in this and future collective bargaining agreements.

B. Pay Progression. At the time of the plan implementation, an employee who is at a pay step which is below the maximum rate, will be eligible to advance to the next higher step each January 1 per the schedule, until reaching the maximum rate. Any new employees hired between January 1 and June 30, will move to the next step on January 1 of the succeeding year, and will advance each January 1 thereafter. Any new hires from July 1 to December 31, will move to the next step on January 1 of the calendar year occurring immediately after the first anniversary date of said employee's hire.

C. Classification Review. The first opportunity for a classification review will be in 2010. An employee who feels his/her position responsibilities have substantially changed since implementation of the pay plan may request a re-evaluation on the forms provided by the Personnel Department by June 30<sup>th</sup> of the year preceding collective bargaining agreement expiration. The employee's department director will review the request and make a recommendation, which will include an explanation of why the duties have changed and an assessment of the stability of the changes. Carlson Dettmann Consulting will evaluate the request using their system and make a written recommendation to the Employer and the Union within thirty (30) days regarding pay grade placement.

D. Binding Recommendation. The County and the Union agree to be bound by the consultant's recommendation on position classification matters, including pay range allocation. Any change in pay range allocation resulting from a re-evaluation will be implemented January 1 of the next fiscal year. An employee allocated to a higher range will be placed on the lowest pay step of the higher range, which provides an increase and will be eligible to begin progression through the range twelve months later. The County will be responsible for paying the consultant's evaluation fee.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

ADAMS COUNTY

ADAMS COUNTY COURTHOUSE EMPLOYEES,  
LOCAL 1168

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution No. 36 2009

**RESOLUTION REGULATING RAFFLES HELD BY EMPLOYEES OR AGENTS OF  
ADAMS COUNTY**

INTRODUCED BY: Cindy Loken, Supervisor District 20

WHEREAS: Raffles are conducted by employees and agents of Adams County on a regular basis and the purpose for the money raised from a raffle is universally considered to be for a charitable cause.

WHEREAS: Wisconsin Statutes governing raffles are in SUBCHAPTER VIII 563.80 – 563.99

WHEREAS: Any Raffle conducted by employees or agents of Adams County must require annual County Board approval.

NOW, THEREFORE BE IT RESOLVED: By the Adams County Board of supervisors that raffles conducted by employees or agents of Adams County must be for a charitable cause with the charitable cause printed on the ticket, must follow state statutes and must have annual County Board approval. This resolution is included as a policy in the Procedures book,

Dated this 7<sup>th</sup> day of May 2009

Cynthia Loken

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

By the Adams County Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_ 2009

Resolution no. 37 -2009

**Resolution to approve out-of-state travel for County UW-Extension Agriculture and Natural Resources Agent**

**Introduced By:** Resource & Recreation Committee

**Intent & Synopsis:** Resolution to approve out-of-state professional development and training for Donald Genrich, UW-Extension Agriculture Agent attendance to include: 1) A corn production field event on July 21<sup>st</sup> and 22<sup>nd</sup>, sponsored by Farm Journal Magazine in Bloomington, IL; and 2) A tour of the W.K. Kellogg Biological Research Station on August 17<sup>th</sup> to 19<sup>th</sup> at Battle Creek, Michigan, as part of a group of UW-Extension Central District Agriculture Agents.

**Fiscal Note:** Corn Production Event-Registration of \$350; Lodging of \$182, Mileage of \$120; meals for \$30; estimated total cost of \$682. UW-Extension professional development funds of \$500 are available. Mileage and meal expenses are in Extension budget (\$182.00 from County budget)

Tour of Kellogg Biological Research Station- A grant from the UW-Extension Central District Resource Management will cover all costs (no funds from County budget).

**Whereas:** Donald Genrich, in his position as UW-Extension Agriculture and Natural Resources Agent for Adams County, has specific teaching responsibilities in the areas of grain production, fertilizer use and soils; and

**Whereas:** The above professional development events showcase experiments to enhance use of nitrogen fertilizer in corn production in an environmentally safe manner and demonstrate use of cover crops to provide nitrogen to grain crops from a biological source; and

**Whereas:** Additional demonstrations will highlight the role of crop residue and soil organic matter in promoting soil quality, and the impact of tillage on soil quality; and

**Whereas:** Knowledge of current research being conducted in Illinois and Michigan in these areas will be of value to grain producers in Adams County and Central Wisconsin.

**Now Therefore, Be It Resolved:** By the Adams County Board of Supervisors that Donald Genrich is hereby approved to travel out-of-state in his position as UW-Extension Agriculture and Natural Resources Agent for Adams County to attend professional development activities on July 21<sup>st</sup> and 22<sup>nd</sup> at Bloomington, IL and on August 17<sup>th</sup>-19<sup>th</sup> at the Kellogg Biological Research Station.

Dated this 19th day of May, 2009.

Graham Pleffmber  
Gary Hartley

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this 19<sup>th</sup> day of May, 2009.

Tabled \_\_\_\_\_

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chair



## AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Comprehensive Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Dell Prairie on November 14, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On March 26, 2009, Christina Rice petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a two parcels of land (17.12 acres & 16.39 acres) in the Town of Dell Prairie, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on May 6, 2009, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

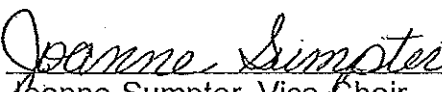
Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an A1-15 Exclusive Agricultural District to an A-3 Secondary Agriculture District.

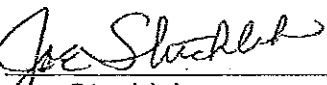
Properties located in the NW ¼, NW ¼, (17.12 acres) & the SW ¼, NW ¼, (16.39 acres) of Section 16, Township 14 North, Range 6 East, at 3823 County Road Q, Town of Dell Prairie, Adams County, Wisconsin.

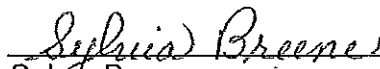
Published in the Times Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of May, 2009.

Recommended for enactment by the Adams County Planning and Development Committee on this 6th day of May, 2009.

  
Glenn Licitar, Chair

  
Joanne Sumpter, Vice Chair

Michael Keckeisen  
  
Joe Stuchlak

  
Sylvia Breene

  
Terry James, Secretary

  
Richard Colby

Enacted/Defeated by the Adams County Board on the \_\_\_\_\_ day of May, 2009.

\_\_\_\_\_  
Cindy Phillippi, County Clerk

\_\_\_\_\_  
Al Sebastiani, Board Chair



## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

### ADAMS CO PLANNING & DEVELOPMENT COMMITTEE

May 6, 2009 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

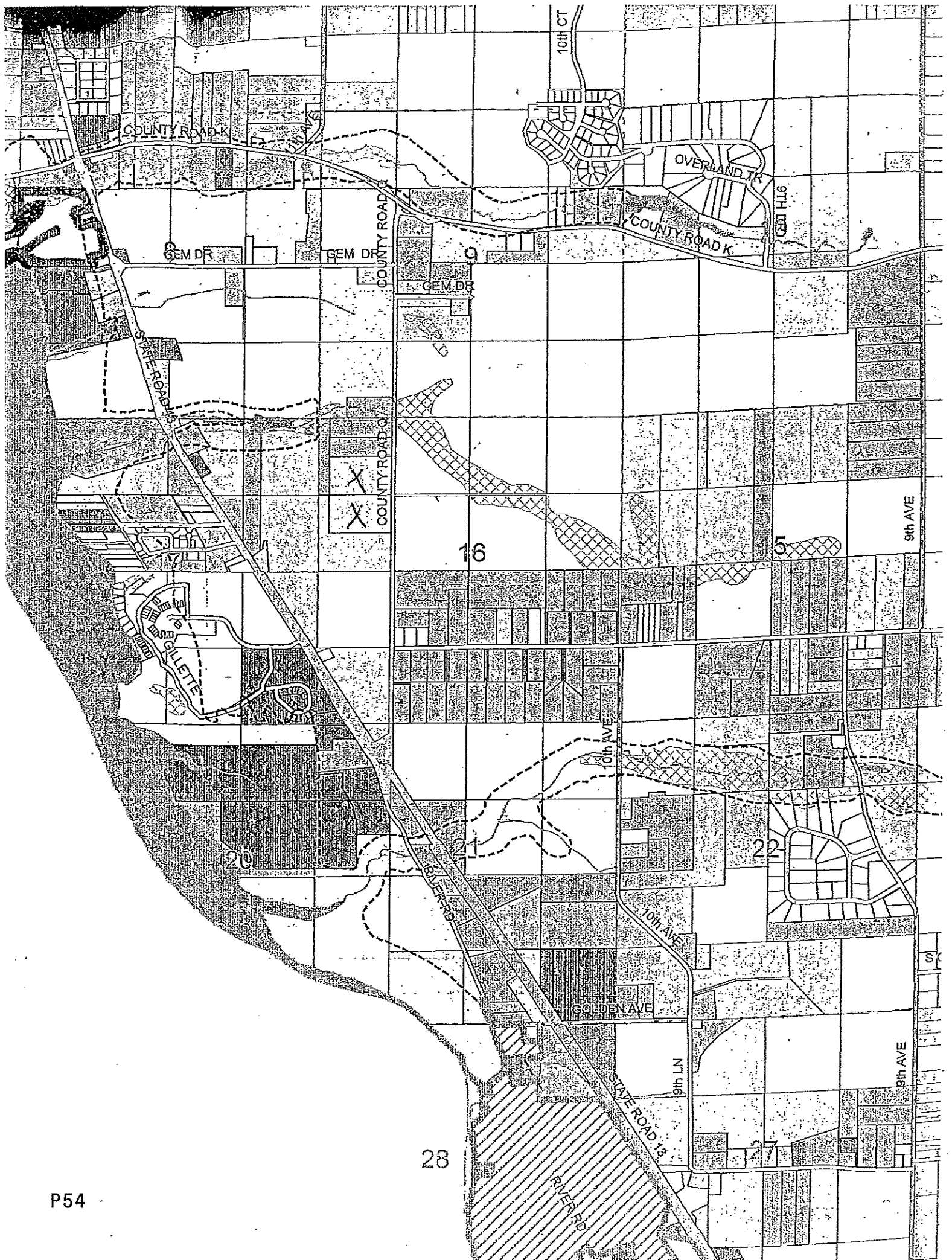
Christina J. Rice – Rezoning request of a 17.12 acre and a 16.39 acre parcel from an A1-15 Exclusive Agriculture District to an A-3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to split the parcels on property located in the NW ¼, NW ¼, & the SW ¼, NW ¼, of Section 16, Township 14 North, Range 6 East, at 3823 County Road Q, Town of Dell Prairie, Adams County, Wisconsin.

Appearing for with testimony: Christina & Donald Rice, owners.

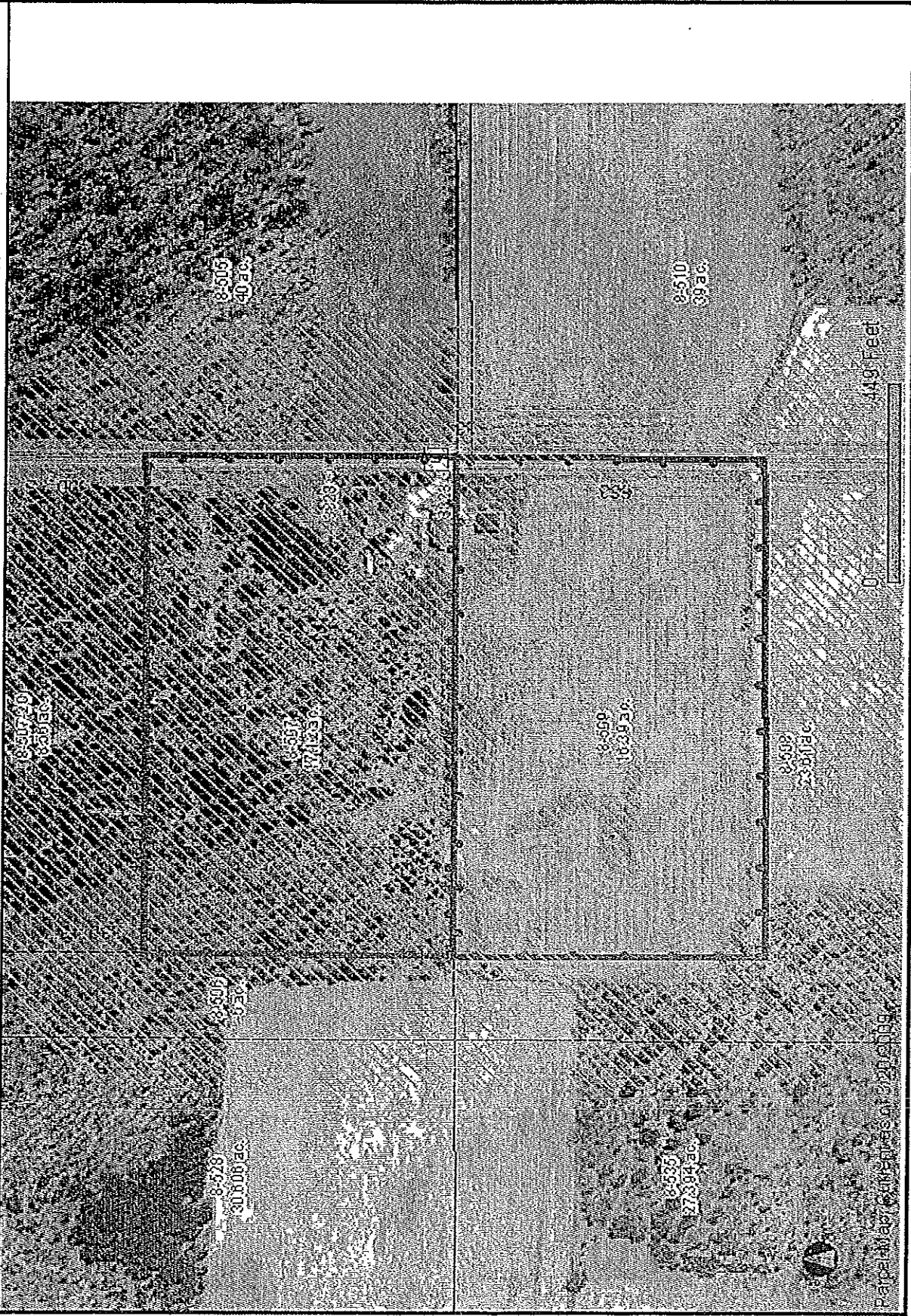
No one appearing against.

Correspondence: Notification from the Town Board of Dell Prairie that they met on March 10, 2009 and have no objection to the zoning change. Email from Ron Chamberlain, Highway Commissioner with no concerns.

Disposition: Richard Colby made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Joe Stuchlak seconded the motion. Roll Call Vote: 6 -Yes. 1-Absent (Keckeisen). Motion carried.

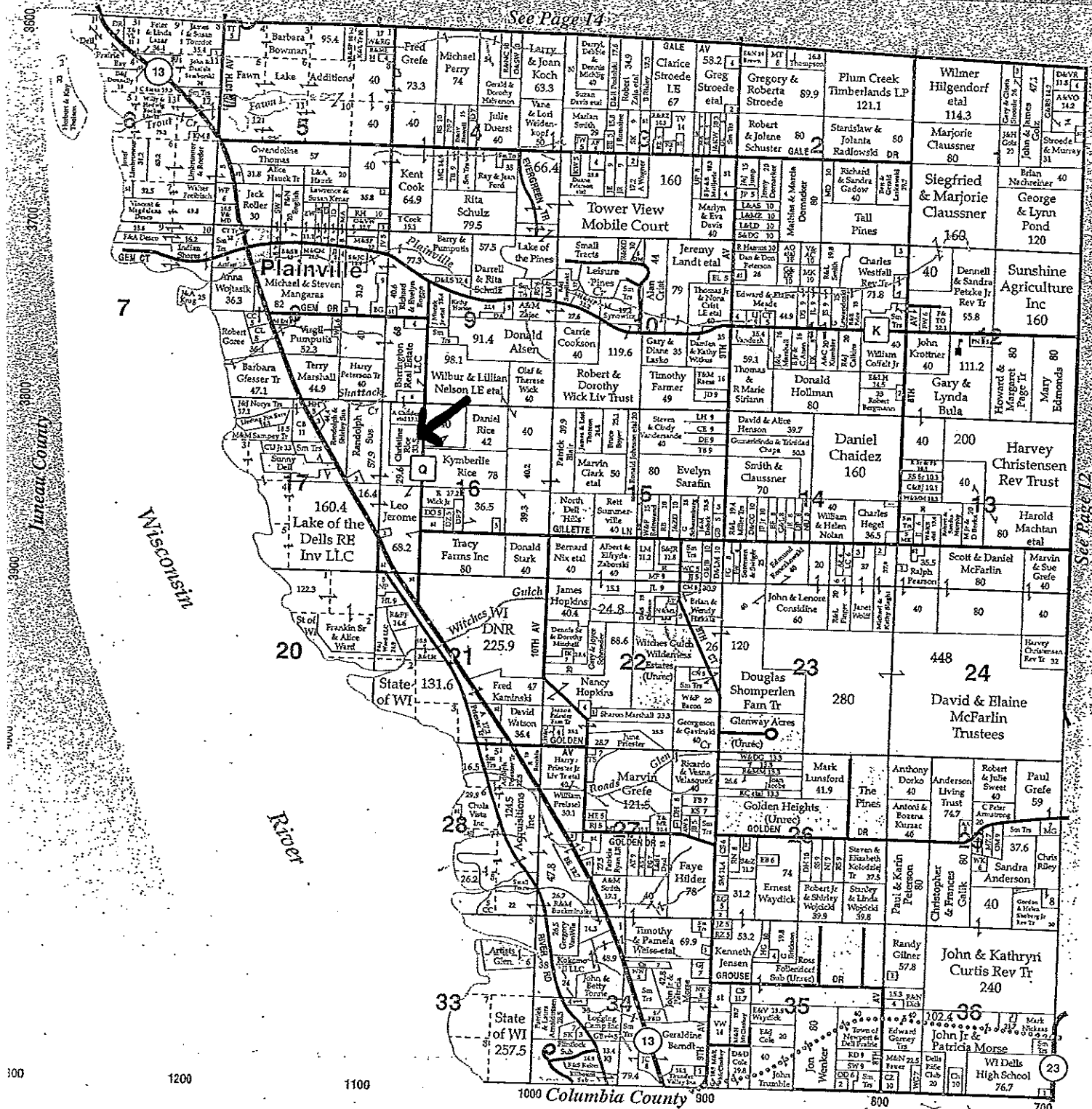


# RICE NW, NW/SW, NW 16-14-6 DELL PRAIRIE





See Page 14



# MARSHALL WELL DRILLING

## COMPLETE WATER WELL SERVICE

Over 31 Years Experience

Well Wanted - Well Drilled - Well Satisfied

Perry L. Marshall - Owner

- Jacuzzi Submersible Pumps and Service
- Fast, Dependable Service
- Prompt Estimates
- Thorough Water System Inspections
- Rotary Equipped 4, 5, & 6" Wells
- Well Abandonments

(608) 253-2751 • 877-553-7855  
3774 State Road 13 - Wisconsin Dells



Adams, WI

## AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of Easton on November 20, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On April 15, 2009, Elizabeth Romell petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a portion of a parcel (approximately 1/2 acre) in the Town of Easton, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on May 6, 2009, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

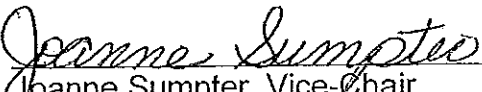
Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that a portion of the following described parcel (approximately 1/2 acre) be changed from an A1 Exclusive Agricultural District to an R-1 Rural Residential District.

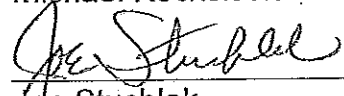
Property located in the SE 1/4, SE 1/4, Section 18, Township 16 North, Range 6 East, Town of Easton, Adams County, Wisconsin. (Note: This 1/2 acre will be surveyed into the adjoining property to allow a sanitary system for the existing dwelling)

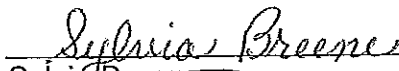
Published in the Times Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of May, 2009.

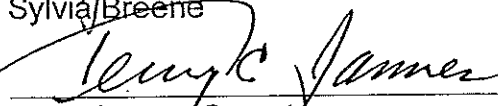
Recommended for enactment by the Adams County Planning and Development Committee on this 6th day of May, 2009.

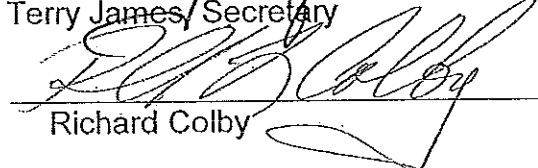
  
Glenn Licitar, Chair

  
Joanne Sumpter, Vice-Chair

Michael Keckeisen  
  
Joe Stuchlak

  
Sylvia Breene

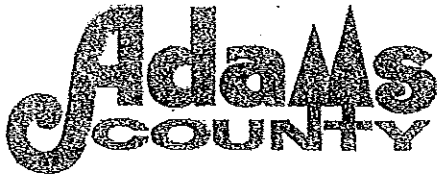
  
Terry James, Secretary

  
Richard Colby

Enacted/Defeated by the Adams County Board on the \_\_\_\_\_ day of May, 2009.

Cindy Phillippi, County Clerk

Al Sebastiani, Board Chair



## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
www.co.adams.wi.gov

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE  
May 6, 2009 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

Robert G. Romell – Rezoning request of a portion of a parcel (approx ½ acre) from an A1 Exclusive Agriculture District to an R-1 Single Family Residential District of the Adams County Comprehensive Zoning Ordinance on property located in the SE ¼, SE ¼, Section 18, Township 16 North, Range 6 East, Town of Easton, Adams County, Wisconsin. (Note: This ½ acre will be surveyed into the adjoining property to allow a sanitary system for the existing dwelling)

Appearing for with testimony: Elizabeth Romell, owner.

No one appearing against:

Correspondence: Notification from Easton Town Board that they met on April 14, 2009 with no objections to the rezoning request. E-mail from Will Stites stating that the DNR takes no position on the rezoning request.

Disposition: Joe Stuchlak made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Sylvia Breene seconded the motion. Roll Call Vote: 6-Yes. 1-Absent (Keckeisen) Motion carried.

## AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Preston on December 6, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On April 15, 2009, James Foth, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Springville, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on May 6, 2009, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

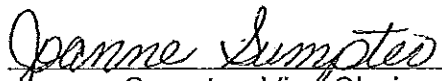
Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an A1-15 Exclusive Agricultural District to an A3 Secondary Agricultural District;

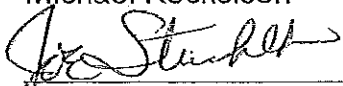
Property (17 acres) located in the NW ¼, NW ¼, Section 21, Township 18 North, Range 6 East, Lot 1 of CSM 4419 at 1622 11<sup>th</sup> Avenue, Town of Preston, Adams County, Wisconsin.

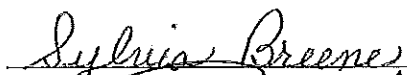
Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of May, 2009

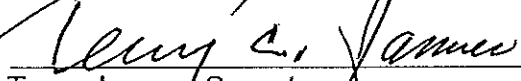
Recommended for enactment by the Adams County Planning and Development Committee on this 6th day of May, 2009.

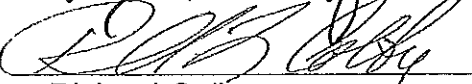
  
Glenn Licitar, Chair

  
Joanne Sumpter, Vice-Chair

Michael Keckeisen  
  
Joe Stuchlak

  
Sylvia Breene

  
Terry James, Secretary

  
Richard Colby

Enacted/Defeated by the Adams County Board on the \_\_\_\_\_ day of May 2009

Cindy Phillippi, County Clerk

Al Sebastiani, Board Chair





## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

### ADAMS CO PLANNING & DEVELOPMENT COMMITTEE

May 6, 2009 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

James A. Foth – Rezoning request of a 17 acre parcel from an A1-15 Exclusive Agriculture District to an A-3 Secondary Agriculture District (5 acres) and an R-3 Mobile Home Residential District (12 acres) with a residential driveway through a Conservancy area to allow the property to be split and build a new home and garage on property located in the NW ¼, NW ¼, Section 21, Township 18 North, Range 6 East, Lot 1 of CSM 4419 at 1622 11<sup>th</sup> Avenue, Town of Preston, Adams County, Wisconsin.

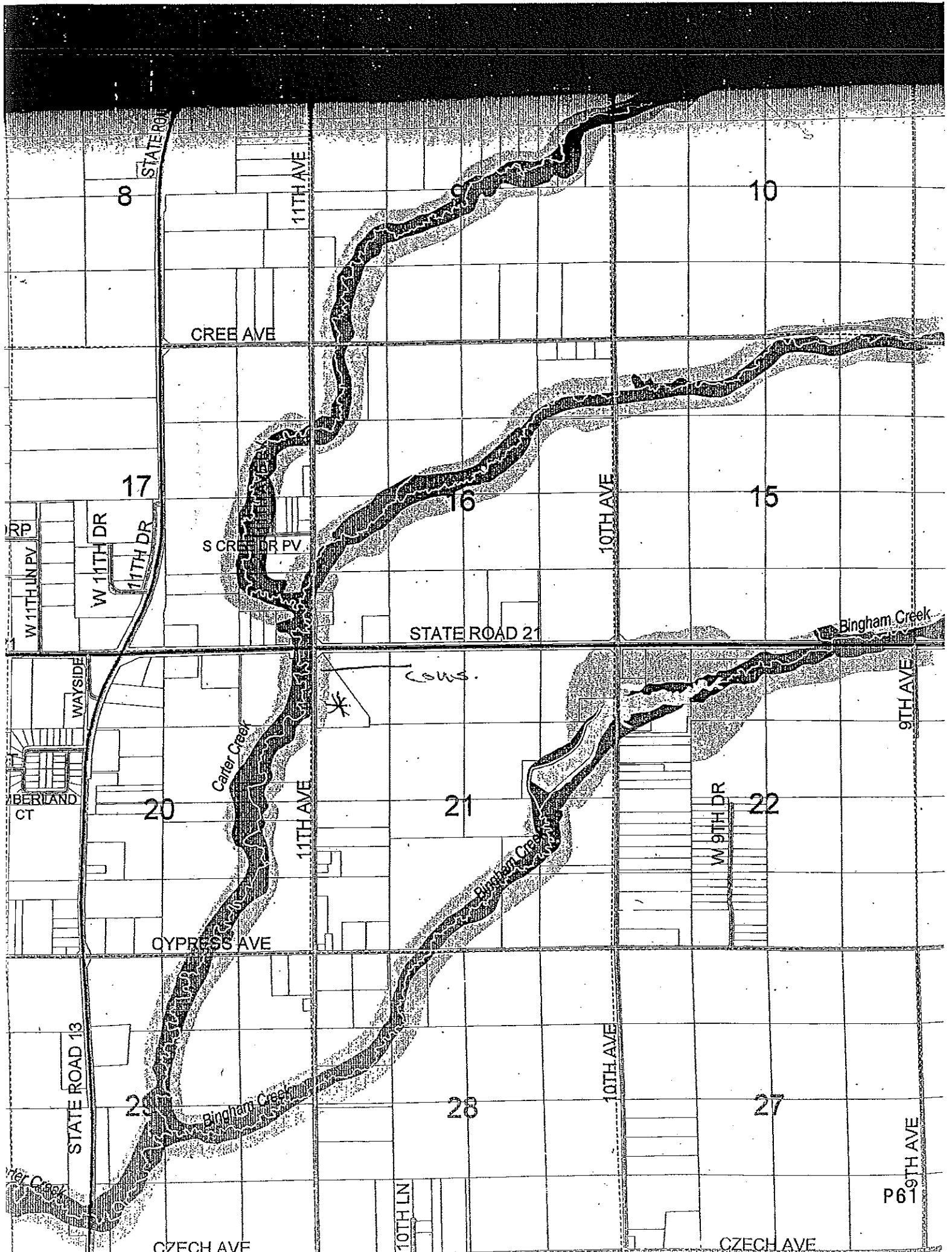
Appearing for with testimony: James Foth, owner.

Appearing for without testimony: Dan Foth, grandson.

No one appearing against.

Correspondence: Notification from the Town Board of Preston that they held a special meeting on April 27, 2009. Both the Planning Committee and the Town Board object to the request as submitted because of the potential mobile home park concerns and recommends rezoning the whole parcel to A-3 and creating 3 separate lots of not less than 5 acres each, with each lot having it's own home site. E-mail from Will Stites stating that the DNR takes no position on the rezoning request.

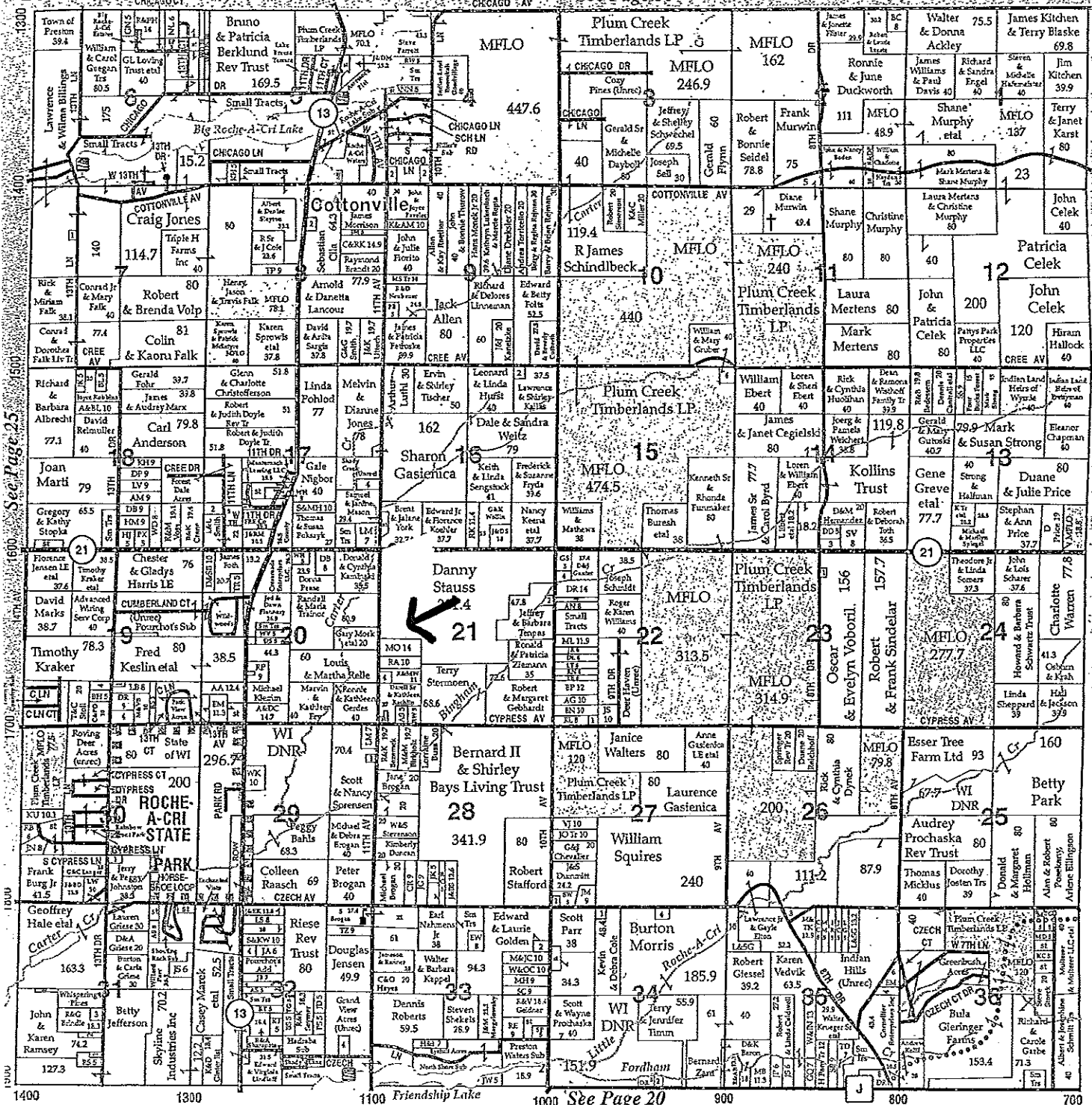
Disposition: Joe Stuchlak made a motion to amend the request and rezone all 17 acres to an A3 Secondary Agriculture District to be split into three parcels by a Certified Survey Map, and to comply with the wishes of the Preston Town Board and Planning Committee and forward that recommendation, for the above-described property, to the County Board for final action. Joanne Sumpter seconded the motion. Roll Call Vote: 6-Yes. 1-Absent. (Keckeisen) Motion carried.



P62

©2004 cloud cartographics, Inc., st. cloud, mn 56301

See Page 30



See Page 20

# STIMBERWORKS

## Forest Management For The Future

Call us for all of your logging needs.  
Ron Hays (608) 564-3552  
1887 Buttercup Av. • Arkdale, WI 54613

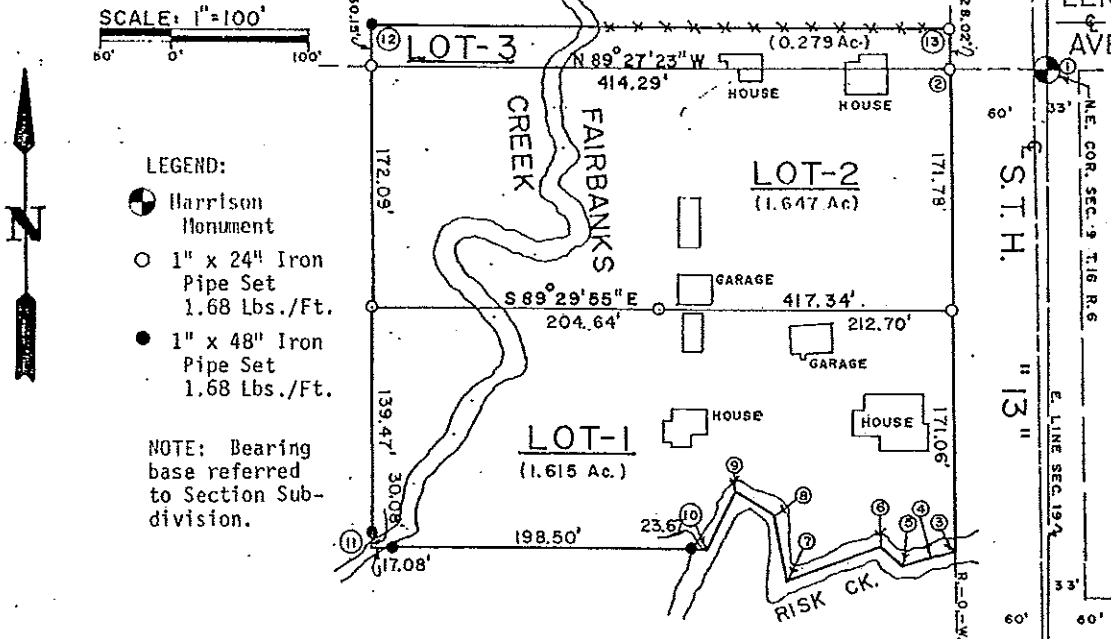


272080

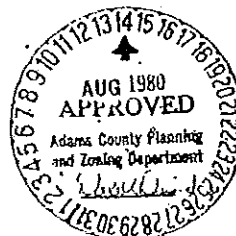
Section 18 19  
FILE

ADAMS COUNTY CERTIFIED SURVEY MAP NO. 1115

PART OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER (NE $\frac{1}{4}$ -NE $\frac{1}{4}$ ) OF SECTION 19, TOWN 16 NORTH, RANGE 6 EAST, TOWN OF EASTON, ADAMS COUNTY, WISCONSIN, ALSO PART OF THE SE $\frac{1}{4}$  OF THE SE $\frac{1}{4}$  OF SECTION 18, T16N, R6E.



Point	Bearing (° ' ")	Distance (')	Point	Interior Angles (° ' ")
1 - 2	N 89 27 23 W	70.14	2	180 00 00
2 - 3	S 1 00 47 E	342.84	3	95 37 34
3 - 4	S 83 21 39 W	17.28	4	191 18 35
4 - 5	S 72 03 04 W	17.83	5	118 57 25
5 - 6	N 46 54 21 W	19.81	6	244 28 05
6 - 7	S 68 37 34 W	73.31	7	80 11 54
7 - 8	N 11 34 20 W	48.30	8	229 18 45
8 - 9	N 60 53 05 W	35.21	9	272 45 18
9 - 10	S 26 21 37 W	46.98	10	115 31 29
10 - 11	N 89 09 52 W	239.25	11	91 49 51
11 - 12	N 0 59 43 W	371.79	12	88 10 09
12 - 13	S 89 09 52 E	417.34	13	91 50 55
13 - 2	S 1 00 47 E	28.02		
13 - 3	S 1 00 47 E	370.86		



SURVEYOR'S CERTIFICATE

I, LLOYD W. SCOTT Registered Land Surveyor, hereby certify:

That I have surveyed, divided and mapped this certified survey located in the NE $\frac{1}{4}$  of the NE $\frac{1}{4}$  of Section 19, Town 16 North, Range 6 East, Town of Easton, Adams County, Wisconsin, also part of the SE $\frac{1}{4}$  of the SE $\frac{1}{4}$  of Section 18, T16N, R6E, bounded and described as follows: see reverse

KIEDROWSKI ENGINEERING, INC.  
WISCONSIN RAPIDS, WISCONSIN 54494

Volume 5 Page 40

Field Book 86 Page 3 & 34

Drawn by B. SULLIVAN



**ROMELL SE, SE, 18-16-6 EASTON**

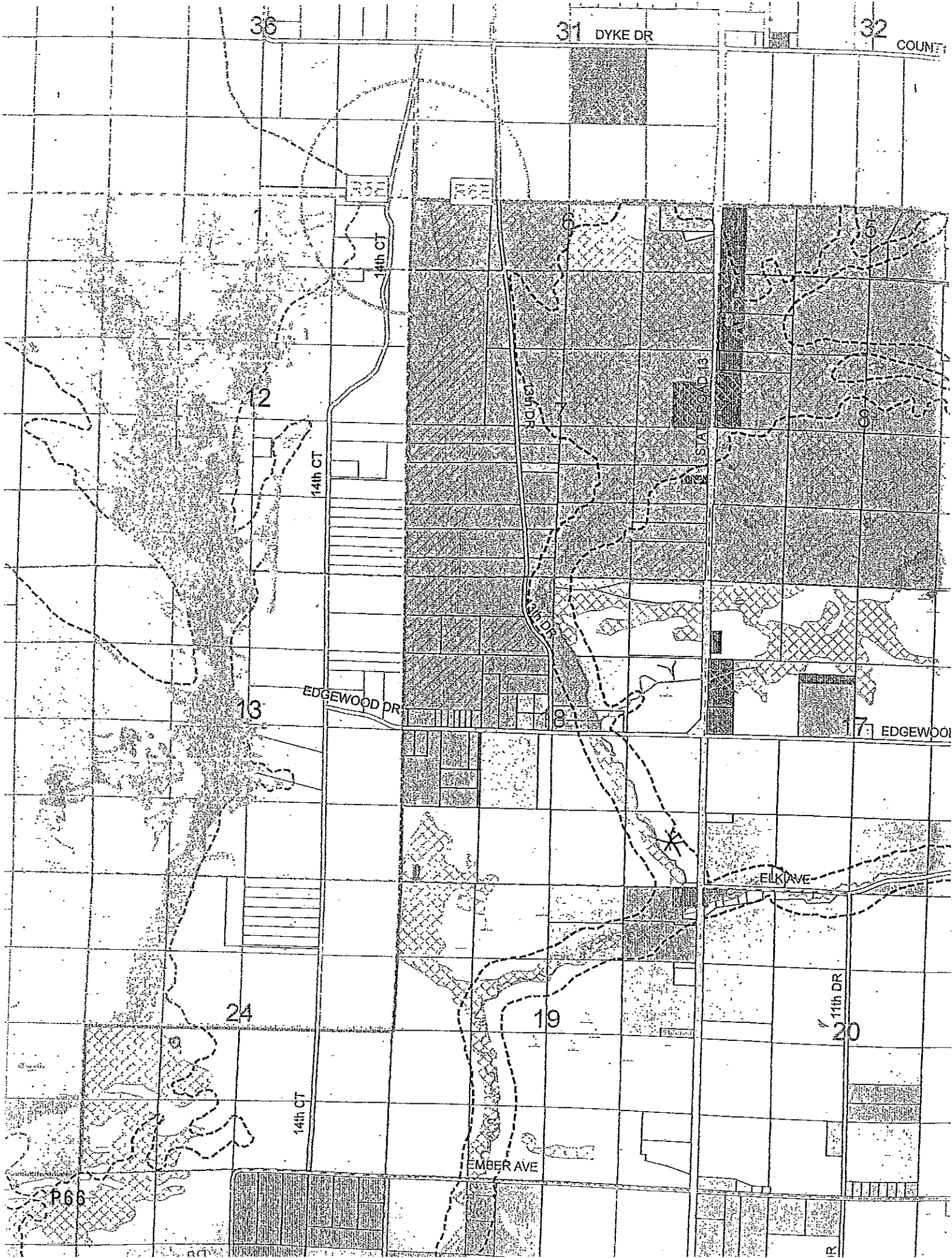


36

31 DYKE DR

32

COUNTY



12

14th CT

EDGEWOOD DR

13

17 EDGEWOOD

24

14th CT

19

11th DR

20

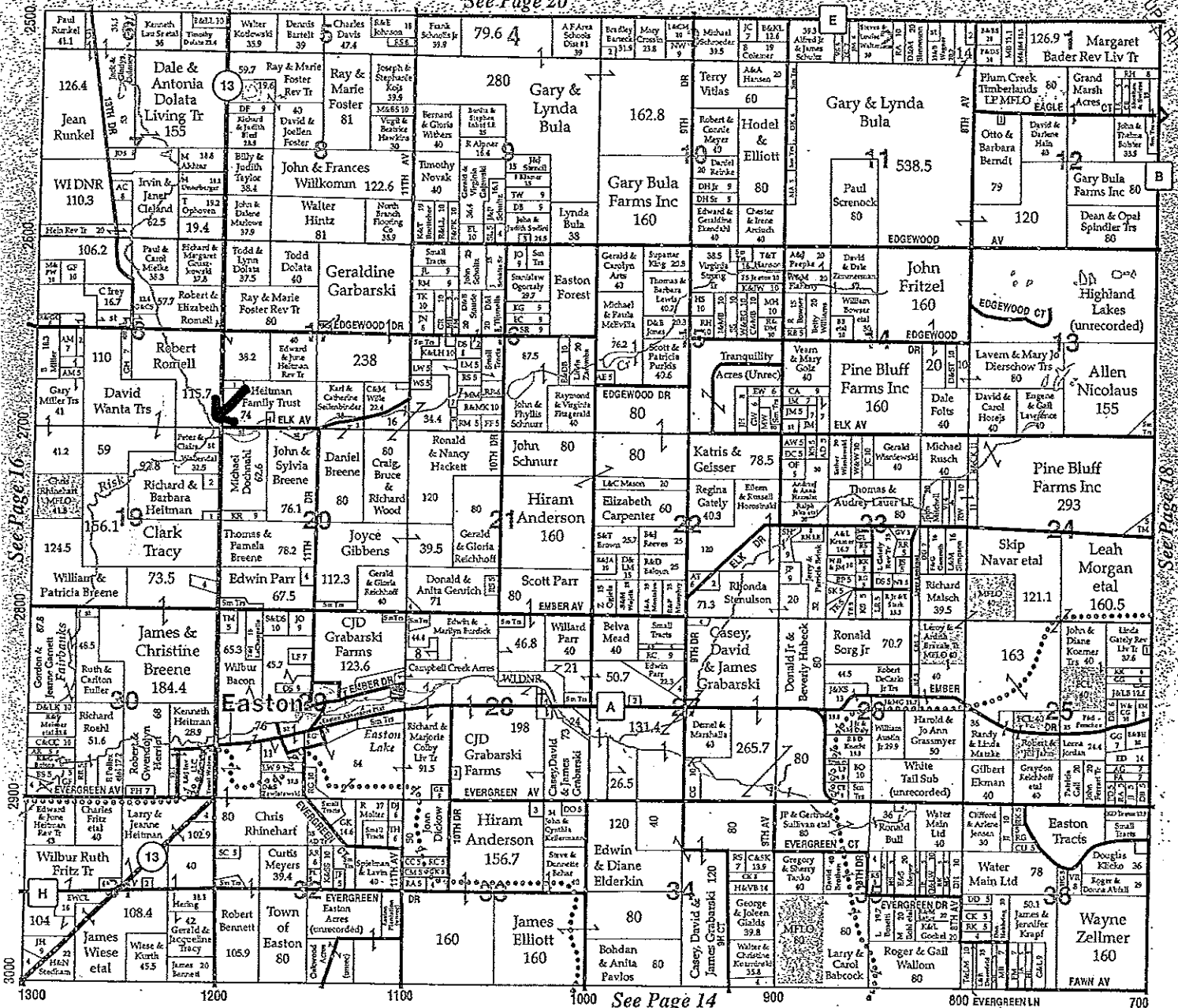
EMBER AVE

ELK AVE

P66

©2004 cloud cartographics, inc. st. cloud, mn 56301

See Page 20



*See Page 14*



Richard C.  
**Neeb**  
Realty

608/296-2244

WESTFIELD  
WISCONSIN

Padams, WI





ADAMS COUNTY BOARD OF SUPERVISORS MONTHLY MEETING MINUTES  
ADAMS COUNTY BOARD ROOM  
April 21, 2009, 6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairperson Sebastiani at 6:00 p.m.

**Roll Call of Supervisors:** Dist. #01-Glenn Licitar; Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joe Stuchlak; Dist. #08-Frances Dehmlow; Dist. #09-Pat Townsend; Dist. #10-Joanne Sumpter; Dist. #11-Gary Hartley; Dist. #12-Florence Johnson; Dist. #13-Michael Keckeisen; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #16-John West; Dist. #17-Joyce Kirslenlohr; Dist. #18-Terry James; Dist. #19-Karl Klingforth; Dist. #20-Cynthia Loken.

Motioned by Sumpter/Klingforth to approve the agenda. Motion carried by unanimous voice vote.  
Motioned by Licitar/Babcock to approve the March 17, 2009 County Board Minutes. Motion carried by unanimous voice vote.

Claims were read.

**Correspondence:** none

**Appointments:** Motioned by Sumpter/Klingforth to reappoint Sarah Maternach to ACRIDC Board for a 3-year term. Motion carried by unanimous voice vote.

**Unfinished Business:** none

**Reports and Presentations:**

Dawn Marie Sass, Wisconsin State Treasurer, was present at 6:04 p.m. and gave a presentation to the board and also provided the County Treasurer with a disk which contained unclaimed property. At 6:20 p.m. the Administrative Coordinator/Director of Finance gave a report and also presented the board with a 2008 annual report handout.

Motioned by Keckeisen/James to approve the 2008 Dog License Report and the 2008 Annual Fair/Agricultural Report. Motion carried by unanimous voice vote.

**Resolutions:**

**Res. #24:** Motioned by Stuchlak/Hartley to adopt Res. #24 to replace two (2) 10-year old 2500 Series Chevrolet trucks and plow attachments, with two (2) 2009 leased 2500 Series Chevrolet trucks and plow attachments. Motion to adopt Res. #24 failed by roll call vote, 8 yes, 12 no. Voting yes, Babcock, Licitar, Morgan, Renner, Sebastiani, Stuchlak, Townsend, Ward.

**Res. #25:** Motioned by Loken/Keckeisen to adopt Res. #25 to increase the number of sworn law enforcement deputies in the Sheriff's Department by one (1) through a "COPS Grant", thereby allowing the Sheriff to promote one (1) qualified person from the department to the rank of Investigator. Motion to adopt Res. #25 carried by roll call vote, 18 yes, 2 no. Voting no, Stuchlak, Ward.

**Res. #26:** Motioned by Klingforth/Johnson to adopt Res. #26 to declare the month of April as Sexual Assault Awareness Month in Adams County. Motion to adopt Res. #26 carried by roll call vote, 20 yes.

**Res. #27:** Motioned by Hartley/Johnson to adopt Res. #27 to show opposition to increases in landfill tipping fee surcharges and also show opposition to the elimination of recycling/solid waste grant programs. Motion to adopt Res. #27 carried by roll call vote, 20 yes.

**Res. #28:** Motioned by Townsend/Sumpter to adopt Res. #28 to recognize and proclaim May 2009 as Foster Family Month in Adams County, to highlight the importance of foster families. Motion to adopt Res. #28 carried by roll call vote, 20 yes.

**Res. #29:** Motioned by James/Johnson to adopt Res. #29 to authorize Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for a Wisconsin Department of Natural Resources Lake Classification Grant. The grant will provide financial assistance to Adams County to contract for services to design and certify installation of shoreland improvement practices to address Adams County Shoreland Protection Ordinance compliance requirements. Motioned by Sumpter/Licitar to amend Res. #29 replacing the word "classification" with "protection". Motion to amend carried by roll call vote, 20 yes. Motion to adopt amended Res. #29 carried by roll call vote, 20 yes.

**Res. #30:** Motioned by Keckeisen/Townsend to adopt Res. #30 to establish a Personnel (Human Resources) Department and create a Personnel (Human Resources) Director. Motioned by Klingforth/Keckeisen to strike "be hired as soon as possible" in the "now therefore be it resolved." Motion to amend carried by roll call vote, 17 yes, 3 no. Voting no, Johnson, Loken, Ward. Motioned by Renner/Klingforth, "to establish a personnel (human resources) department and (human resources)" in the intent and synopsis and insert position after director. Motion to amend carried by roll call vote, 16 yes, 4 no. Voting no, Kotlowski, Loken, Sumpter, Ward. Motioned by Keckeisen/Morgan to call the question. Motion to call the question carried by roll call vote, 17 yes, 3 no. Voting no, Johnson, Licitar, Ward. Motion to adopt amended Res. #30 carried by roll call vote, 13 yes, 7 no. Voting no, Johnson, Kirsenlohr, Kotlowski, Licitar, Stuchlak, Sumpter, Ward.

**Res. #31:** Motioned by Kirsenlohr/Keckeisen to adopt Res. #31 to oppose the Governor's proposed changes to insurance laws and 2009 Senate Bill 20. Motion carried by roll call vote, 20 yes.

**Recess:** Motioned by Sumpter/Loken to recess at 7:45 p.m. Motion carried by roll call vote.

**Reconvene:** Reconvened at 8:10 p.m., 20 present.

**Res. #32:** Motioned by Klingforth/West to adopt Res. #32 to rescind all prior resolutions establishing non-lapsing, carryover, and continuing appropriation accounts with the intent to re-establish those continuing appropriation accounts that are necessary for County operations. Motioned by West/Renner to amend Res. #32 and add #32 Clean Sweep and #33 DATCAP SWRMP Fund. Motion carried by roll call vote, 20 yes. Motion to adopt amended Res. #32 carried by roll call vote, 19 yes, 1 no. Voting no, Keckeisen.

**Res. #33:** Motioned by Townsend/West to adopt Res. #33 to transfer funds from the General Fund to cover County budgets that were not adequate in 2008. Motion to adopt Res. #33 carried by roll call vote, 17 yes, 3 no. Voting no, Keckeisen, Morgan, Stuchlak.

#### **Ordinances:**

**Ord. #11:** Motioned by Sumpter/Stuchlak to enact Ord. #11 to amend the Adams County Private Onsite Waste Treatment Systems Ordinance. Motion to enact Ord. #11 carried by roll call vote, 18 yes, 2 no. Voting no, Johnson, Morgan.

**Ord. #12:** Motioned by Klingforth/Hartley to enact Ord. #12 to rezone a portion of a parcel of land in the Town of Adams, owned by Dale L. and Sheila L. Toltzmann, portion of property 5 acres, located in the E ½, SE ¼, SE ¼, Section 22, Township 17 North, Range 5 East, changed from an A1-15 Exclusive Agricultural District to an R-3 Mobile Home Residential District. Motion to enact Ord. #12 carried by roll call vote, 20 yes.

**Ord. #13:** Motioned by Hartley/James to enact Ord. #13 to rezone a parcel of land in the Town of Adams owned by William R. Hill, portion of property 40 acres located in the NW ¼, SW ¼, Section

34, Township 17 North, Range 6 East is changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District. Motion to enact Ord. #13 carried by roll call vote, 20 yes.

**Ord. # 14:** Motioned by Ward/Licitar to enact Ord. #14 to amend Ordinance No. 5-28A-05 to correct the fee imposed for worthless checks. Motion to enact Ord. #14 carried by roll call vote, 20 yes.

**Denials:**

**Denial #02:** Motioned by Sumpter/Ward to enact Den. #02 to deny zoning change of a parcel of land owned by Ronald L. and Debra M. Kowalewsky, 5 acres located in the NE ¼, NW¼, Section 1, Township 15 North, Range 6 East, Lot 1 of CSM 2022, not be changed from an R-2 Rural Residential District to an R-1 Single Family Residential District. Motioned by Licitar/Sumpter to send Den. #2 back to committee. Motion to send back Den. #2 carried by unanimous voice vote.

Motioned by Kotlowski/Sumpter to approve claims. Motion carried by unanimous voice vote.

Motioned by Sumpter/James to approve per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Hartley to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Set meeting date for May 19<sup>th</sup>, 2009 at 6:00 p.m.

Motioned by Loken/Keckeisen to adjourn at 8:35 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Phillippi

Adams County Clerk

These minutes have not been approved.

Ad Hoc General Administrative and Policies Committee Meeting Minutes  
February 10, 2009  
4:00 p.m.

Meeting was called to order by Chairman Stuchlak at 4:05 p.m. Present, Stuchlak, England, Sumpter, Ward. Excused West. Also present Phillippi, Murphy.

The meeting was properly noticed.

Motioned by Ward/Sumpter to approve the agenda. Motion carried by unanimous voice vote.

West present at 4:10 p.m.

The committee reviewed Chapter One from January 27, 2009 meeting. The following changes were recommended after review and comments from departments.

3.02 The County Board is elected on a nonpartisan basis for a two (2) year term on even numbered years. The County operates with a system of Committees, Boards, and Commissions made up of County Board Supervisors and citizen members. A listing of all assignments **and County Board Proceedings** can be found in **on** the County Website. ~~and County Board Proceedings.~~ Each Committee, Board or Commission shall ~~be advisory and set policy for all programs and activities of the Departments that report to them, annually review the budget of the Department, and act on all Resolutions and Ordinances affecting any Department or Agency that reports to it.~~

3.05 Elected Officials. There are seven Officials elected by the citizens of the County including the Clerk of Circuit Court, Coroner, County Clerk, County Treasurer, District Attorney, Register of Deeds, and Sheriff **elected for four year (4) terms.** ~~The Clerk of Court, Coroner and Sheriff shall be elected for four (4) year terms beginning with the 2006 election. The County Clerk, District Attorney, Register of Deeds, and Treasurer and shall be elected for two (2) year terms with the 2006 election, in 2008 the term will be four (4) years, and shall be held concurrently with the presidential elections.~~

3.07(2<sup>nd</sup> Paragraph) Unless the authority to approve the contract is granted directly to a Committee by State Statutes, any contract to which the County or Committee or other sub-unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board. All cost-share **contracts** allocating **grant** funding to Adams County residents for the purpose of installing conservation practices and then required to maintain the conservation practices beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation Counsel and approval by the appropriate Committee.

Discussion took place on chapter one section 3.06 Administrative Coordinator/Director of Finance. The Administrative Coordinator. Director of Finance is appointed by the County Board pursuant §59.19, Wisconsin Stats. The Administrative Coordinator/Director of Finance is accountable to the County Board. The Administrative Coordinator **shall be responsible for coordinating all administrative and management** functions of the County, not otherwise vested by law in boards or commissions or other elected officials, and reports to the Executive Committee. ~~The County Board~~ **Executive Committee** is responsible for annual performance appraisals with input from all County Board Supervisors.

The committee discussed the language changes and will be reviewing the policy for consistency to incorporate the coordinating and directing language throughout.

Discussion took place regarding the Land Information being a standing committee verses a subcommittee. The committee will discuss and review this at a later date with more definition.

The committee proceeding on by reviewing chapter two and making the following recommended changes:

## **CHAPTER TWO: RECRUITMENT, SELECTION & APPOINTMENT**

### **SECTION 1 - JOB DESCRIPTIONS**

**1.01** Each position shall have a written job description containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job. **All job descriptions shall be approved by the Home Committee and the Executive Committee.**

**1.02 New Position Job Descriptions.** Department Heads are responsible for the creation of a job description for any new position in their Departments, or as directed by any Committee of the County Board, or the County Board. All new positions shall be created in accordance with Chapter 2, Section 5, New Positions.

**1.03 Updating Existing Job Descriptions.** Department Heads are responsible for updating all job descriptions for their Department. **Department Heads will confer with the Personnel Director prior to submitting it to their home committee.** ~~The Personnel Director and Administrative Coordinator/Director of Finance shall review all updated or revised job descriptions prior to being submitted for approval by the Executive Committee.~~ **All updated or revised job descriptions shall be approved by the Home Committee and then submitted to the Executive Committee for approval. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director that the review has been conducted and that there are no updates or the updated job description is attached.**

**1.04** ~~All job descriptions shall reflect the current job duties, physical demands, qualifications, and any statutory obligations. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director and Administrative Coordinator/Director of Finance, that the review has been conducted and that all job descriptions are current. Any job description that need to be updated shall be completed at the same time and forwarded with the written certification. The Personnel Director and Administrative Coordinator/Director of Finance shall approve any updated job descriptions and forward the updated job descriptions to the Executive Committee for final approval.~~ **This was condensed and added to 1.03**

### **SECTION 2 - POSITION CATEGORIES/RECRUITMENT FOR EMPLOYMENT**

**2.01** The County has a number of categories for positions ranging from full-time to seasonal, as described in the following subsections. The term "year" shall be defined to mean the time from January 1 to December 31<sup>st</sup> of any twelve (12) month period. The job category descriptions below and corresponding language do not guarantee any specific amount of hours for any employee and should not be so construed or relied upon.

~~6.01~~ **2.02 Authorization to Hire Recruitment.** Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Department prior to initiating recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information, sign the Form with appropriate comments within seven (7) business days, and forward the Form to the Administrative Coordinator/Director of Finance for final authorization, within seven (7) business days. Denial of such requests by the Administrative Coordinator/Director of Finance **Personnel Director** may be appealed to the Executive Committee.

**2.03 Regular full-time Category.** A regular full-time position is authorized for an average of at least **at either** nineteen hundred and fifty (1950) hours per year **or twenty-eighty hours per year (2080)**, and shall receive fringe benefits.

**2.04 Regular part-time Category.** A regular part-time position is authorized to less than nineteen hundred and fifty (1950) hours per year. Regular part-time positions are eligible for **pro-rated** benefits as long as they work more than eighty-five (85) hours per month. If the employee works under eighty-five (85) hours per month they will not receive fringe benefits, except retirement after six hundred (600) hours of employment. If the regular part-time employee is successful in gaining a permanent position, they will receive credit and seniority for the time worked as a regular part time employee, and retains their original start date.

**2.05 On-call Category.** An on-call employee is defined as an individual who fills in on an "as needed" basis for regular employees. Department Heads shall ensure on-call employees do not exceed ten (10) business days of employment per calendar month. On-call employees are not eligible for fringe benefits. An on-call employee may not be placed in a permanent position unless placement follows the recruitment policy. Should an on-call employee be successful in gaining a permanent position, no credit, seniority or benefits shall be given for the time worked on an on-call basis.

~~6.02~~ **2.06 On-Call Employees Recruitment.** On-call employees may apply at anytime. The list of on-call employees will be maintained by the Personnel Department. All requests for on-call employees shall be submitted to the Personnel Department, **stating the employee being replaced or the position being filled.** ~~with the Personnel Department giving a response to the Department within two (2) business days.~~ No Department shall contact an on-call employee unless directed to do so by the Personnel Department. In an emergency situation, such as an employee calling in sick and a replacement is needed, the Department shall contact the Personnel Department for an on-call employee, if there is no one in the Personnel Department at that time, the Department may contact an on-call employee on their own. The Department is responsible for notifying the Personnel Department immediately after finding an on-call employee, reporting who was contacted to work **and the employee they are filling in for.**

**2.07 Seasonal full-time or part-time Category.** A seasonal full-time employee is defined as one who works an average of at least thirty-seven and a half ( $37\frac{1}{2}$ ) hours per week for a limited time period not to exceed one hundred fifty (150) calendar days.

~~6.03~~ **2.08 Seasonal Employees Recruitment.** ~~Prior to seasonal employees starting for the year, the Department Head shall submit a Personnel Recruitment Form with an attachment listing all~~

~~seasonal positions requested. The Form will be presented to the Personnel Director for review, comment, and approval within seven (7) business days. The Personnel Director shall forward the Form to the Administrative Coordinator/Director of Finance for final authorization, within seven (7) business days. Denial of such requests by the Administrative Coordinator/Director of Finance may be appealed to the Executive Committee. When a Department has the approval of the Administrative Coordinator/Director of Finance to hire seasonal employees, The Department Head may hire up to the number of budgeted approved seasonal employees without obtaining further authorization to hire. The further hiring of any additional staff throughout the year shall be submitted on a new Personnel Recruitment Form following Section 5 – 5.02.~~

**Parks Department Seasonal Employees Category.** A seasonal full-time or part-time employee in the Parks Department shall work no more than ten (10) months per calendar year. A full-time seasonal employee in the Parks Department, who works more than eighty-five (85) hours per month, shall be eligible for fringe benefits. A part-time seasonal employee in the Parks Department who works less than eighty-five (85) hours per month shall not be eligible for fringe benefits. Seasonal full and part time employees may move back and forth between these classifications due to the cyclical nature of the seasonal establishment. The above seasonal full-time or part-time status only applies to those individuals employed at an establishment that is classified as a "seasonal establishment", per the Fair Labor Standards Act. The above individuals will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.

**2.09 Limited-Term Employee (LTE) Category.** An LTE is defined as any employee who is hired for a temporary period of more than five (5) consecutive workdays, not to exceed ninety (90) consecutive calendar days. The hiring authority must complete the Personnel Recruitment Form and state the precise term with the start date, end date, and length of the term prior to the employee beginning. Summer Park LTEs may work up to one hundred (100) consecutive calendar days as a specific authorized exception to this Policy. Solid Waste LTEs may work up to two hundred thirteen (213) consecutive calendar days as a specific authorized exception to this Policy.

- A. Upon completion of the term, the employee may not be re-employed in any fashion with the County prior to the expiration of not less than five (5) calendar days. All temporary employees shall be selected based on the standard recruitment procedures. All LTEs are to be made aware of all County and Departmental security standards, it is the Department Head's responsibility to ensure that these standards are enforced.
- B. LTEs are not eligible for fringe benefits. An LTE may not be placed in a permanent position unless placement follows the Recruitment Policy. Should an LTE be successful in gaining a permanent position, no credit, seniority or benefits shall be given for time worked as an LTE employee.

**6.04 2.10 Existing Position Vacancy Recruitment.** A vacancy in an existing position shall be removed from the table of organization unless a Personnel Recruitment Form has been submitted and approved within six (6) months from the date of the vacancy. The ~~Administrative Coordinator/Director of Finance~~ County Board may approve exceptions to this. Positions that were authorized in a previous year's budget, but not budgeted in the current year's budget, shall be removed from the table of organization upon the adoption of the new budget.

**6.05 2.08 Change Existing Position Recruitment.** To change an existing part-time position to a full-time position, approval of the Home Committee, the Personnel Director, **Executive Committee** ~~Administrative & Finance Committee~~, and the County Board has to approve the request. To change a position from full-time to part-time the Department Head is required to notify the



Personnel Department, County Clerk and Administrative Coordinator/Director of Finance. When a position is reduced from full-time to part-time and remains part-time for at least one (1) year, the County Board may only return the position to full-time status as if creating a new position.

**6.06 2.09 Retaining Applications Recruitment.** Applications will remain on file for at least twelve (12) months but will not be used for consideration for any other positions within the County. Any candidate wishing to apply for another position will need to submit a new application.

**6.07 2.10 Recruitment Program.** The Department Head, under the authorization of the Personnel Director, develops and conducts an active recruitment program designed to meet current and projected County workforce needs. Recruitment of a Department Head is supervised and directed by the ~~Administrative Coordinator/Director of Finance in coordination with the~~ Personnel Director. Recruitment is tailored to the position to be filled and directed to sources most likely to yield qualified applicants.

**6.08 2.11 Change in Starting Salary Recruitment.** When the job market dictates, or experience is a factor, the Personnel Director may request approval by the ~~Administrative Coordinator/Director of Finance and~~ Executive Committee to hire a new employee at a rate of pay other than the starting rate, to alter fringe benefits, or negotiate other conditions of employment.

#### **SECTION 5 - SECTION 3 NEW POSITIONS**

**5.01 3.01 New Position Classification.** ~~A Department Head may initiate a request for classification of a new position at any time throughout the year. The Department Head shall complete the New Position Classification Review Form, Job Description Questionnaire, and develop a Job Description. The information must be completed and presented to the Personnel Director for review. The Administrative Coordinator/Director of Finance shall review the information and if approved, a salary shall be established for the position internally or an outside agency may be used for a salary recommendation. Once the salary has been established, the Department Head shall follow the appropriate subsection.~~ **When a new position is requested, whether budgeted or non-budgeted, the Department Head shall complete the Job Description Questionnaire, Personnel Recruitment Form and develop a Job Description conferring with the Personnel Director.**

**5.02 3.02 New Position Not Budgeted for the Current Year.** ~~When a new position is requested that has not been budgeted, The Department Head shall present the proper forms to their Home Committee. If approved by the Home Committee, the forms shall be forwarded to the Executive Committee for approval. If approved, a resolution shall be drafted by the Personnel Director for County Board action. complete the Job Description Questionnaire, Personnel Recruitment Form, and develop a Job Description. The Department Head shall present the Job Description Questionnaire, Personnel Recruitment Form, and Job Description for review to the Personnel Director, who shall forward it to the Administrative Coordinator/Director of Finance for review and approval. If approved by the Administrative Coordinator/Director of Finance, it shall be forwarded to the Executive Committee for approval, the Administrative & Finance Committee if necessary for funding, and the full County Board for final approval in the form of a Resolution. All positions requested outside the budget process As the position would not be budgeted, it shall require a two-thirds (⅔) vote of the County Board. as the position would not be budgeted. Newly budgeted positions If the position is not filled within six (6) months from the date of approval by the County Board, it shall be removed from the table of organization. Exceptions to this are situations where a position is being actively recruited. or where the Administrative~~

Coordinator/Director of Finance has extended these timelines in writing to the Personnel Department.

**5.03 3.03 New Position for the Next Budget Year.** For a new position to be included in the budget for the next fiscal year, The Department Head shall complete **present the proper forms to their Home Committee. If approved by the Home Committee the forms shall be forwarded to the Executive Committee for approval.** Position Authorization Form and develop a Job Description. The Department Head shall present the Position Authorization Form and Job Description for review to the Personnel Director, who shall forward it to the Administrative Coordinator/Director of Finance for review and approval. If approved by the Administrative Coordinator/Director of Finance, it shall be forwarded to the Executive Committee for approval. Once approved by the Executive Committee, all Forms shall be returned to the Administrative Coordinator/Director of Finance and shall be included with the Budget **proposals** for the next year.

### **SECTION 3 – SECTION 4 EQUAL OPPORTUNITY EMPLOYER AND DISCRIMINATION/NONDISCRIMINATION**

**(WAITING TO HEAR FROM CORP COUNSEL)**

**3.01, 3.02**

### **SECTION 4 – SECTION 5 AFFIRMATIVE ACTION**

**(WAITING TO HEAR FROM CORP COUNSEL)**

**4.01, 4.02, 4.03, 4.04**

**4.04** Dissemination of the Equal Employment Opportunity and Affirmative Action Program.

- A. **Dissemination of the Policy within the County.** The Affirmative Action Policy and Procedures are made part of the Personnel and General Administrative Policies governing and available to all personnel. Procedures for redress of grievances relating to Affirmative Action shall be as set forth in the Dispute Procedures outlined in the Personnel and General Administrative Policies. These Policy and Procedures are reviewed and updated as part of the Personnel and General Administrative Policies ~~annually by the County Board.~~ **and shall be presented to the County Board no later than the April County Board Meeting in odd number years for approval.** These Policies and Procedures are communicated to employees periodically through the Personnel and General Administrative Policies. New employees are informed on the Policy as part of the orientation program. The Affirmative Action and Procedures Plan is posted on designated bulletin boards. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Employment Act are displayed at various locations in County Facilities.

### **SECTION 5 – NEW POSITIONS**

Section 5 is moved under Section 3 and has been rewritten

**5.01 Classification.** ~~A Department Head may initiate a request for classification of a new position at any time throughout the year. The Department Head shall complete the New Position Classification Review Form, Job Description Questionnaire, and develop a Job Description. The information must be completed and presented to the Personnel Director for review. The Administrative Coordinator/Director of Finance shall review the information and if approved, a salary shall be established for the position internally or an outside agency may be used for a salary recommendation. Once the salary has been established, the Department Head shall follow the appropriate subsection.~~

**5.02 New Position Not Budgeted for the Current Year.** ~~When a new position is requested that has not been budgeted, the Department Head shall complete the Job Description Questionnaire, Personnel Recruitment Form, and develop a Job Description. The Department Head shall present the~~

~~Job Description Questionnaire, Personnel Recruitment Form, and Job Description for review to the Personnel Director, who shall forward it to the Administrative Coordinator/Director of Finance for review and approval. If approved by the Administrative Coordinator/Director of Finance, it shall be forwarded to the Executive Committee for approval, the Administrative & Finance Committee if necessary for funding, and the full County Board for final approval in the form of a Resolution. All positions requested outside the budget process shall require a two thirds (2/3) vote of the County Board, as the position would not be budgeted. Newly budgeted positions not filled within six (6) months from the date of approval by the County Board shall be removed from the table of organization. Exceptions to this are situations where a position is being actively recruited or where the Administrative Coordinator/Director of Finance has extended these timelines in writing to the Personnel Department.~~

~~**5.03 New Position for the Next Budget Year.** For a new position to be included in the budget for the next fiscal year, the Department Head shall complete the Position Authorization Form and develop a Job Description. The Department Head shall present the Position Authorization Form and Job Description for review to the Personnel Director, who shall forward it to the Administrative Coordinator/Director of Finance for review and approval. If approved by the Administrative Coordinator/Director of Finance, it shall be forwarded to the Executive Committee for approval. Once approved by the Executive Committee, all Forms shall be returned to the Administrative Coordinator/Director of Finance and shall be included with the Budget for the next year.~~

## **SECTION 6 - RECRUITMENT FOR EMPLOYMENT**

Section 6 has been moved under Section 2 and has been rewritten

~~**6.01 Authorization to Hire.** Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Department prior to initiating recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information, sign the Form with appropriate comments within seven (7) business days, and forward the Form to the Administrative Coordinator/Director of Finance for final authorization, within seven (7) business days. Denial of such requests by the Administrative Coordinator/Director of Finance may be appealed to the Executive Committee.~~

~~**6.02 On-Call Employees.** On-call employees may apply at anytime. The list of on-call employees will be maintained by the Personnel Department. All requests for on call employees shall be submitted to the Personnel Department, with the Personnel Department giving a response to the Department within two (2) business days. No Department shall contact an on-call employee unless directed to do so by the Personnel Department. In an emergency situation, such as an employee calling in sick and a replacement is needed, the Department shall contact the Personnel Department for an on-call employee, if there is no one in the Personnel Department at that time, the Department may contact an on-call employee on their own. The Department is responsible for notifying the Personnel Department immediately after finding an on-call employee, reporting who was contacted to work.~~

~~**6.03 Seasonal Employees.** Prior to seasonal employees starting for the year, the Department Head shall submit a Personnel Recruitment Form with an attachment listing all seasonal positions requested. The Form will be presented to the Personnel Director for review, comment, and approval within seven (7) business days. The Personnel Director shall forward the Form to the Administrative Coordinator/Director of Finance for final authorization, within seven (7) business days. Denial of such requests by the Administrative Coordinator/Director of Finance may be appealed to the Executive Committee. When a Department has the approval of the Administrative Coordinator/Director of~~

~~Finance to hire seasonal employees, the Department Head may hire up to the number of budgeted approved seasonal employees without obtaining further authorization to hire. The further hiring of any additional staff throughout the year shall be submitted on a new Personnel Recruitment Form.~~

~~**6.04 Existing Position Vacancy.** A vacancy in an existing position shall be removed from the table of organization unless a Personnel Recruitment Form has been submitted and approved within six (6) months from the date of the vacancy. The Administrative Coordinator/Director of Finance may approve exceptions to this. Positions that were authorized in a previous year's budget, but not budgeted in the current year's budget, shall be removed from the table of organization upon the adoption of the new budget.~~

~~**6.05 Change Existing Position.** To change an existing part time position to a full time position, approval of the Home Committee, the Personnel Director, Administrative & Finance Committee, and the County Board has to approve the request. To change a position from full time to part time the Department Head is required to notify the Personnel Department, County Clerk and Administrative Coordinator/Director of Finance. When a position is reduced from full time to part time and remains part time for at least one (1) year, the County Board may only return the position to full time status as if creating a new position.~~

~~**6.06 Retaining Applications.** Applications will remain on file for at least twelve (12) months but will not be used for consideration for any other positions within the County. Any candidate wishing to apply for another position will need to submit a new application.~~

~~**6.07 Recruitment Program.** The Department Head, under the authorization of the Personnel Director, develops and conducts an active recruitment program designed to meet current and projected County workforce needs. Recruitment of a Department Head is supervised and directed by the Administrative Coordinator/Director of Finance in coordination with the Personnel Director. Recruitment is tailored to the position to be filled and directed to sources most likely to yield qualified applicants.~~

~~**6.08 Change in Starting Salary.** When the job market dictates, or experience is a factor, the Personnel Director may request approval by the Administrative Coordinator/Director of Finance and Executive Committee to hire a new employee at a rate of pay other than the starting rate, to alter fringe benefits, or negotiate other conditions of employment.~~

The committee ended at 6.09.

Motioned by Sumpter/Ward to adjourn at 6:15 p.m. until 4 p.m. on February 24<sup>th</sup> and to review changes continue working on Chapter 2. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi  
Recording Secretary

Ad Hoc General Administrative and Policies Committee Meeting Minutes  
February 24, 2009  
4:00 p.m.

Meeting was called to order by Sumpter at 4:05 p.m. Present Ward, England and Sumpter. Excused Stuchlak, West.

Motioned by Ward/England to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/England to approve the January 27<sup>th</sup> and February 10<sup>th</sup>, 2009 minutes. Motion to approve minutes carried by unanimous voice vote.

West present at 4:12 p.m.

Committee reviewed comments submitted by individuals.

**1.01** Each position shall have a written job description containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job. **All job descriptions shall be approved by the Home Committee and the Executive Committee, and the Personnel Director.**

**1.03 Updating Existing Job Descriptions.** Department Heads are responsible for updating all job descriptions for their Department. **Department Heads will confer with the Personnel Director prior to submitting it to their home committee.** ~~The Personnel Director and Administrative Coordinator/Director of Finance shall review all updated or revised job descriptions prior to being submitted for approval by the Executive Committee.~~ **All updated or revised job descriptions shall be approved by the Home Committee and then submitted to the Executive Committee for approval.** **All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director that the review has been conducted and that there are no updates or the updated job description is attached.**

**6.09 Filling authorized positions.** Vacancies shall be filled as follows:

A. **Union Postings.** An opening for a position covered by a collective bargaining agreement will be posted in accordance with the terms of the applicable collective bargaining agreement and posted Countywide prior to advertising to the public. After the expiration of the posting period, the Department Head shall fill the vacancy in accordance with the applicable agreement if a senior qualified union member posts into the vacancy and shall promptly notify the Personnel Director that the vacancy has been filled. If posting does not fill the vacancy, ~~and the Personnel Director determines that a County-wide posting or advertising in the local area could support filling a vacancy, such advertisements~~ **advertising to the public** shall be made.

**6.10 Public Advertisements.** All job postings that require a public announcement shall include at least the following information:

- A. Classification/Position title;
- B. Department where the position vacancy exists;

- C. Minimum qualifications and requirements of the position;
- D. Address and phone number to request and submit an application;
- E. Application deadline; and
- F. Equal Employment Opportunity statement.

Other forms or sources of public notice that are economically feasible and reasonably designated to reach a range of qualified candidates may also be used at the discretion of the ~~Administrative Coordinator/Director of Finance and Personnel Director~~.

**7.01 Applications.** All applications for employment shall be made on forms approved by the Personnel Director. ~~Prospective employees shall receive job information and applications from the Personnel Department. All applications and related job information shall be processed through the Personnel Department. Applicants may submit a resume in lieu of an application upon approval of the Personnel Department, with the understanding that a County application shall be submitted prior to an interview.~~ The County does not accept applications for positions when there is not an advertised position vacancy, with the exception of on-call positions and **also** part-time positions in the Sheriff's Department. It is the Department Head's responsibility to collect the applications from the Personnel Department after the application closing date has been reached and screen the applications with the Personnel Director, or his designee, in accordance with Section 7.03.

**7.02 Promotions and Transfers.** In limited cases, it may be possible for a position to be filled through promotion of current County employees. Promotional opportunities for non-union employees **positions** may include selecting a current employee for a new or refill position, or opening the position to qualified employees, either by Department or Countywide. Whichever method is used, the Personnel Director must be satisfied that the candidate possesses the necessary knowledge, skills, and abilities. ~~No probationary period is required for promotions or transfers. This may be promotion from temporary to permanent status, or within similar job classifications, or along a ladder type job progression.~~ Candidates for promotion must complete the appropriate steps of the competitive evaluation, possess the required skills, knowledge, and abilities, and shall be approved by the Personnel Director, and ~~then by the Administrative Coordinator/Director of Finance.~~ **by the Executive Committee.**

The Committee would like Jack Albert, Corporation Counsel to advise if the following items

- A. Meeting basic job requirements, experience and qualifications;
- B. Realistic appraisal of personal characteristics clearly needed;
- C. Investigation of criminal conviction records when job related; and
- D. Pre-employment inquiries to obtain past performance information from former employers and other references.

in section 7.03 are required in the policy by law.

**7.07** If the person to whom an offer is made does not fill the position or if the position becomes vacant within twelve (12) months of the date of the candidate's start date the ~~Department Head may complete a Personnel Recruitment Form to authorize hiring in the position.~~ If the job may be offered to the second (2<sup>nd</sup>) alternate candidate or candidates in order of preference after consultation with the Personnel Director. If the qualified candidates selected from the initial interview decline the position, further recruitment efforts shall be made ~~under authorization of~~ by the Personnel Department.

**7.08 Eligibility Lists.** Departments may request to advertise for eligibility lists for positions as follows:

- A. **Sheriff Department.** Jail Officers, Dispatchers, and Road Officers.
- B. **Highway.** Laborers/Truck Drivers and Summer Help.
- C. **Solid Waste.** Truck Drivers.
- D. **Health & Human Services.** Social Workers.
- E. **See Section 2.01 for Recruitment**

~~A Personnel Recruitment Form shall be completed and forwarded, along with a job description, to the Personnel Director. The Personnel Director shall verify the information, sign the Form with appropriate comments, and forward the Form to the Administrative Coordinator/Director of Finance for final authorization within seven (7) business days of receiving the request. If authorized, it will be returned to the Department Head. It is the Department Head's responsibility to return the Form to the Personnel Department for filing. Denial of such requests by the Administrative Coordinator/Director of Finance may be appealed to the Executive Committee. Once the eligible candidates have been interviewed, the selected candidates will be placed on the eligibility list. The list shall remain on file for up to twelve (12) months for the filling of future vacancies. The Administrative Coordinator/Director of Finance~~ **Executive Committee** may grant an extension up to six (6) months.

**7.09 Hiring of Non-Elected Department Heads.** Department Head applications are to be screened by the Personnel Director. The Executive Committee **along with the committee chair** shall interview ~~up to five~~ **the** candidates recommended by the Personnel Director for appointment to the position of Department Head. The Personnel Director may request outside participants for the interview process. After interviews have been completed, the Executive Committee shall recommend the final candidate to the County Board for approval by Resolution. The only exception shall be the UW Extension Director, which shall be selected by the UW System procedures.

**7.11 Letter of Offer.** The Personnel Department shall send a letter of offer, ~~a copy of the Personnel and General Administrative Policies, union agreement if applicable, and Medical Examination Form~~ to the successful applicant documenting the terms of employment. A copy of the letter of offer will also be given to the Department Head. This offer shall be conditional upon successful completion of the following:

- A. Physical Evaluation;
- B. Background Check;
- C. Drug and Alcohol Test;
- D. Verification of Qualifications: Those employees, who are required to have a valid Wisconsin driver's license, other license or certification, or a degree to perform their duties, shall provide a current copy of the driver's license, other license or certification, or degree to be placed in their personnel file;
- E. Reference Check; and
- F. Psychological Evaluation: at the discretion of the Personnel Director or Department Policy.

The Personnel Department shall notify each unsuccessful candidate in writing upon selection after the interviews, prior to any of the background checks and testing commencing. The background checks and testing shall commence after verbal acceptance of the position by the candidate. Prior to the final candidate starting their position, the Medical Examination Form along with a letter of acceptance shall be returned to the Personnel Department, and all conditions of employment shall be given to

the County Clerk **Administrative Coordinator/Director of Finance** prior to starting employment. The County shall not pay relocation expenses of any kind.

The committee will review the Technology policy at the next meeting on March 10, 2009. Then continue working where they left off.

Motioned by Ward/West to adjourn at 6:31 p.m. until March 10, 2009 at 4 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi, Recording Secretary



Ad Hoc Committee  
Adams County Personnel & General Administrative Policies  
March 10, 2009 -- 4:00 p. m. - Room A260

Meeting called to order by Chair Stuchlak with all members in attendance. Also attending were Corporation Counsel and Administrative Coordinator/Director of Finance.

The meeting was properly noticed.

Motion by Ward/West to approve the agenda. MC by UVV.

Motion by Ward/Sumpter to approve the minutes of the last meeting. MC by UVV.

The Chair requested that in the future the agenda item "Feed back from Department Heads" be added right after approval of minutes.

All numbering in this Chapter 9 will be in the same format as the rest of the Adams County Personnel & General Administrative Policies.

***Management Information System*** (page 3 #2)

MIS houses, administers and operates all servers, infrastructure and security equipment for Adams County agencies, unless special exceptions are granted by **the MIS Department with consultation with Corporation Counsel if need be**, the MIS Department is the custodian of the County's information resources and implements the policies set forth in this document. MIS acts on behalf of Adams County Government and Department/Division Heads to secure information, applications, systems and networks, to provide authorized access to approved personnel and to monitor, detect, investigate and report on actual or suspected security breeches or incidents.

***Physical Security*** (Section 3 (1)) page 3

It shall be the policy of Adams County that all data centers and closets are secured, restricted areas. Access shall be granted to only those individuals who have a mission essential business need and who have been appropriately cleared. County data centers contain data, which is sensitive, personal in nature and in some cases protected by law. Data centers are not common workspaces. Traffic in the data centers shall be kept to a minimum. Unaccompanied access to data centers and closets shall require HIPPA Training and the signing of the County **Privacy Non Disclosure Agreement**.

Comment [DMS1]: Privacy agreement is attached to end of policy, it was being edited by Corp. Counsel at the time.

***Data Security*** (Section 3 (3) (f) page 4

All Computers are required to have an idle PC lockout after 15 minutes of idle time. **All users are encouraged to log off or lock (Ctrl+Alt+Del) the computer system before leaving their computer unattended.** MIS will reserve the right to log off the computer after 1 hour of inactivity for network security purposes and to allow maintenance to be performed on the computers during off hours.[LB4]

### ***Password Security*** (Section 3 (4) (f) see Section 3 (3)(f)) page 4

~~Computers will lock automatically after 15 minutes of inactivity. [LB5] All users are encouraged to log off or lock (Ctrl+Alt+Del) the computer system before leaving their computer unattended.~~

### **File Security** (Section 3 (5)(c)) page 5

Removable disk storage media – Each employee is responsible for the maintenance and security of the data they store onto removable storage media. ~~No PHI (Personal Health Information) data should reside on removable storage media~~ **must be consistent with the Adams County HIPPA Policy.** Users must ensure the devices are password protected if they contain county data. Users must also password protect any confidential data should these devices be lost and fall into a person's hands who is not authorized to see the information.

### **Workstation Security**

Monitors should generally be kept from the plain view of anyone who does not have the appropriate access or clearance to information that may be displayed. Site surveys should be conducted **semi-annually by the MIS Department and a report of any infraction shall be reported to the respective Department Head.** ~~by each department to check for unauthorized viewing from the following sources, and is especially critical where compliance related information may be displayed:~~

- ~~(i) Outside windows~~
- ~~(ii) Public hallways~~
- ~~(iii) Public reception areas~~
- ~~(iv) Reflection off of other objects~~

John West was excused at 6:00 p.m.

### ***Incident response and reporting*** (Section 3 (7) Page 6

~~It is the intention of Adams County to~~ **will** adhere to a standardized procedure of responding to security incidents, investigating these events, documenting the results of those investigations and taking appropriate action to meet operational and legal requirements for addressing the incident. The county shall maintain preventative measures to avoid any reasonably anticipated events that would compromise the confidentiality, integrity or availability of data stored on the County network or County owned devices. It is also the intent of this policy that each investigation contains recommendations and courses of action that will lessen the likelihood of a recurrence whenever possible. This applies to all actual or suspected security incidents on Adams County networks, including attacks emanating from outside the County, business partner connections, wireless and remote access, or the theft or unauthorized removal of media, data, storage devices, disks or CDs. This policy applies to all county employees, elected officials, boards, committee and commission members who have access to County systems, interns, contractors, affiliated or tenant agencies, business partners and volunteers.

### **Section (7)(a)(iv) (v) page 7**

**IV Inappropriate usage:** ~~An individual who~~ **The** accesses of systems, networks or data without full compliance ~~with of~~ all policies. violates the County Acceptable Use Standards.

(v) Mixed or blended attack: ~~It is possible that~~ **An** incident would be comprised of multiple categories or incidents. The relative severity of a blended attack would be ~~determined~~ based on the information gathered at the time of the attack or detection.

**Section (7)(b)(i) page 7**

Preparation and prevention: the process of creating a policy, severity index and reporting structure for incidents, and creating a security posture which may prevent incidents from occurring **or reoccurring**.

The committee will start with Section 7 (c) Incident response and reporting procedures.

Ward asked to be excused from the next meeting.

Next meeting will be March 24<sup>th</sup> at 4:00 p.m. in Room A260.

Motion by Sumpter/Stuchlak to adjourn. MC by UVV. Meeting adjourned at 6:26 p.m.

---

Respectfully submitted,

Bev Ward, Acting Recording Secretary

Ad Hoc General Administrative and Policies Committee Meeting Minutes  
March 24, 2009  
4:00 p.m.

Called to order by Chairman, Stuchlak at 4:10 p.m.

The meeting was properly announced. Roll call was taken. England, Sumpter, Stuchlak present. Excused, West and Ward.

Also present were Jack Albert, Corporation Counsel; Barb Petkovsek, Administrative Coordinator/Director of Finance; Cindy Phillippi, Adams County Clerk, Dawn McGhee, and Chris Murphy.

Motioned by Sumpter/England to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Sumpter/England to approve the March 10, 2009 minutes. Motion carried by unanimous voice vote.

Review of comments made by department heads:

A letter received from Darrell Renner was read along with an email from Ron Chamberlain.

Chris Murphy indicated that there should be regulations regarding public requests for information and release of documents. That the County's policy should be realistic and enforceable.

The committee worked on the Technology Policy making the following recommended changes:

## Workstation Security

Monitors should generally be kept from the plain view of anyone who does not have the appropriate access or clearance to information that may be displayed. Site surveys should be conducted **semi-annually by the MIS Department Department Head and a report of any infraction shall be reported to the respective Department Head Technology Steering Committee.** ~~by each department to check for unauthorized viewing from the following sources, and is especially critical where compliance related information may be displayed:~~

- ~~(i) Outside windows~~
- ~~(ii) Public hallways~~
- ~~(iii) Public reception areas~~
- ~~(iv) Reflection off of other objects~~

b) Incident response and reporting procedures

- (i) Preparation and prevention phase: A notification system will be designated so that employees may report security incidents through a variety of methods, to ~~They will~~ include electronic mail, in writing, by telephone or in person confidentially will be maintained to the greatest extent possible. ~~At least one of these methods will provide an anonymous method of notification.~~ These methods will be included in the new employee orientation training.

- (ii) Technical measures will be taken, consistent with budgeting and personnel levels to monitor and prevent security events as are reasonably appropriate.

d) Detection and analysis

- (ii) Staff will be included as necessary to assess systems or networks, complete any required investigation items in the time frame allotted. In the event that specialized expertise is required or criminal activity may be involved, contractor or law enforcement

resources may be called upon possibly including the FBI and Department of Homeland Security.

## **Section 4 – Privacy[LB10]**

Adams County reserves and intends to exercise the right to review, audit, access and disclose any and all files created on any county computer.

- a) Employees shall have no expectation of personal privacy when using computers, including all email activity and internet use.
- b) Passwords are not an indicator of personal privacy from employer monitoring.
- c) Adams County's failure to monitor in particular situations is not a waiver of the County's right to monitor in the future.
- d) Monitoring - All Adams County resources, including but not limited to, computers, Internet access, e-mail and voice mail are provided solely for business purposes.
  - (i) At any time and without prior notice, Adams County maintains and intends to exercise the right to examine any systems and inspect and review any and all data recorded in these systems. Any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner may be subject to scrutiny by the County. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists the management of information systems.
  - (ii) Adams County has employed monitoring software to check on the use and content of the Internet and e-mail to ensure that there are no serious breaches of this policy. The County specifically reserves the right for authorized personnel to access, retrieve, read any communication that is created on, received through, or sent via the e-mail system, to assure compliance with all County policies. Such monitoring will be initiated upon a complaint upon reasonable suspicion of misuse of internet or email by an employee and shall be used for legitimate purposes only.

\*\*\*\* will be reviewed and looked at again.

## **Section 5—Access to the Adams County Network**

### **1) *Requirements for New & Departing Employees*** - Forms are required for:

- e) New & Transferred Employees Network Access—Each Department is required to notify the MIS Department at least 1 week in advance of new employees hired. IT-Employee Access Change Form must be completed, signed by the department head, and submitted to MIS by this time, when possible. The IT-Employee Access Change Form defines permitted computer programs and data access.
- f) Departing Employees—Each Department is required to give the MIS Department at least 1 weeks notice of employees departing employment at Adams County. A IT-Employee Access Change Form must be completed and signed by the department head by this time. The IT-Employee Access Change Form defines to MIS when the user profiles should be disabled and/or deleted and how the user's data files and old email should be handled.
- g) Departments may have "generic" profiles for temporary positions such as an LTE or intern. However, this profile can only be assigned to one person at a time and the password will need to be changed prior to a new person using the profile. When the profile is not used, MIS will disable it.
- h) Each department should request network access for their external users that may need to access their computer systems, such as contractors, via IT-Employee Access Change Form.

(i) No ~~media~~ will be disposed of without being erased, degaussed and or destroyed first. MIS will prepare all decommissioned computer equipment for disposal.

(i) Revenues are divided according to ~~Resolution 48-2006~~ insert language from resolution

## 2) **Hardware**

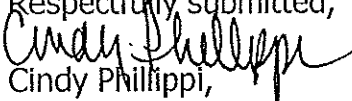
All hardware equipment acquired ~~is purchased using standards developed~~ must be approved by the MIS Department. All hardware must be used in compliance with applicable licenses, notices, contracts, and agreements.

- a) Computers & Monitors – All computers have red asset tags associated with them for inventory & naming purposes. Computers are to be used for county business and it is important users understand anything stored or transmitted via a County owned computer is owned by the County. MIS will make every effort to keep computers up to date.
- b) Users are not allowed to move equipment without the authorization of the MIS Department prior to the move.
- c) Cell phones, UMTS (universal mobile telecommunications systems and CDMA (code division multiple access) service devices.
  - (i) CDMA (code division multiple access) laptop cards for Cellular internet access must be approved by a users Department Head and the Administrative Coordinator/Director of Finance before MIS is notified to make the purchase.
  - (ii) Users are not permitted to access the internet through their cell phone unless approved by their department head and department's home committee.
  - (iii) Adams County ~~prohibits~~ strongly discourages the use of a county cell phone while driving a vehicle.
  - (iv) Please see the County cell phone policy for more information.

### d) Printers

Departmental Printing - Although departmental printing is not as convenient for the worker, ~~it is a goal of Adams County MIS Department~~ network printing centralizes larger and faster printers in designated areas for users to

Motioned by Sumpter/England to adjourn at 6 p.m. until April 14<sup>th</sup> at 4 p.m. Motion carried by unanimous voice.

Respectfully submitted,  
  
Cindy Phillippi,  
Recording Secretary

## Ad Hoc General Administrative and Policies Committee Meeting Minutes

April 14, 2009

4:00 p.m.

Called to order by Chairman, Stuchlak at 4:05 p.m.

The meeting was properly announced. Roll call was taken. England, Sumpter, Stuchlak and Ward present.

Excused, West.

Also present were Barb Petkovsek, Administrative Coordinator/Director of Finance; Cindy Phillippi, Adams County Clerk, Dawn McGhee.

Motioned by Sumpter/Ward to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Sumpter to approve the March 24, 2009 minutes. Motion carried by unanimous voice vote.

Review of comments made by department heads: The committee read and reviewed comments submitted by Chris Murphy and Les Beckman. Comments were discussed and incorporated as deemed necessary.

The committee started on page 8 of the technology policy with the following recommended changes:

### **Section 4 – Privacy**

Adams County reserves and intends to exercise the right to review, audit, access and disclose any and all files created on any county computer.

- a) Employees shall have no expectation of personal privacy when using computers, including all e-mail activity and internet use.
- b) Passwords are not an indicator of personal privacy from employer monitoring.
- c) Adams County's failure to monitor in particular situations is not a waiver of the Counties right to monitor in the future.
- d) Monitoring - All Adams County resources, including but not limited to, computers, Internet access, e-mail and voice mail. ~~are provided solely for business purposes.~~

### **Section 6, 3) Software, (C)**

(ii) Employee Responsibilities:

- Employees shall not knowingly introduce a computer virus into company computers.
- Employee's shall not disable or uninstall security, antivirus or monitoring software from any county owned equipment
- Employees shall not load diskettes, CD's, DVD's, USB Jump Drives and other portable media of unknown origin that is network attached.

### **Section 7 – Support**

#### **1) General**

The MIS Helpdesk should be available Monday through Thursday 8am to 5pm and Friday 8am to 4:30pm each normal work day by calling extension 567 or 339-4567. Should the helpdesk not answer, they are either on a call or had to step away momentarily. Please leave a message and you will receive a call back usually within 30 minutes. The MIS department also has

someone "On Call" 24 hours a day 7 days per week & 365 days a year to resolve critical issues that absolutely cannot wait until the next work day. The 911 dispatchers can page MIS if needed for after hours emergencies. Please note that poor planning does not constitute an emergency.

#### **Section 7 – Support, 4) Maintenance:**

d). ~~Computers for non 24X7 departments will be shut down each night. may be powered up Monday and remain powered on Tuesday, Wednesday and Thursday or shut down each night. Employees are asked to shut down and power off their computers on Friday evening for the weekend to conserve electricity.~~

e). ~~Various software patches are commonly deployed during the evening or directly after a user logs onto their computer. A "NMN" will be posted prior to patches being deployed.~~

West present at 4:55 p.m.

The committee referred back to **Section 4 – Privacy** to include the following after d) (ii)

(iii) Incidental and occasional personal use of the Internet or the corporate e-mail system is permitted, subject to the restrictions contained in this policy or any related departmental policy. Any personal use of internet or e-mail is expected to be on the employee's own time and is not to interfere with the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the County's reputation.

- 1) **Committee Members** – The Technology Steering Committee will include 7 ~~from 11 to 17~~ members. Committee members should be selected or changed as necessary based on; the amount of technology used in operating their department, when technology needs are met or identified as important, the ability of the individual to be an effective member of the committee, and the following criteria:

One representative from each of the following areas:

- a) MIS Manager and/or representative
- b) Administrative Coordinator/Director of Finance or representative
- c) Corporation Counsel (as needed)
- d) GIS
- e) Health and Human Services
- f) Public Safety & Judiciary
- g) 1 County Board Member (as designated /appointed by the County Board Chair

**\*NOTICE** – *All the policies listed above was were created for security and/or administrative purposes and will be enforced. Any deviations from the policy will require the approval of the MIS Manager and in some cases, the Administrative and Finance Committee. The protection of confidential information is vital to the interests and success of the County. Any employee who discloses confidential information will be subject to disciplinary action in accordance with the County HIPAA policy, Union contracts and the Personnel manual. Violation of this policy may be grounds for preventing withdrawal of access and or disciplinary action. Accessing the county network in any manner constitutes agreement to comply with this Policy and no other indication of agreement shall supersede need be given.*

Change Sections 7 to 8, 8 to 10, 9 to 7 and 10 to 9.

Dawn, Jack and Barb will meet and discuss e-discovery and whether or not to incorporate it into the



policy. The technology policy will go to the Mutual for review. Barb will be in contact with the Mutual for their schedule to review the policy.

The committee will review the draft technology policy again.

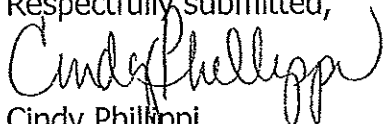
The committee will begin where they left off with Chapter 2 on April 28<sup>th</sup> at 4:00 p.m.

West will be excused from the next meeting.

Motioned by Sumpter/Ward to adjourn at 5:45 p.m. until April 28<sup>th</sup> at 4:00 p.m.

Motion carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cindy Philippi".

Cindy Philippi,

Recording Secretary

Ad Hoc General Administrative and Policies Committee Meeting Minutes  
April 28, 2009  
4:00 p.m.

Called to order by Terry James at 4:05 p.m. Roll call was taken, present Ward, England, James. Excused Stuchlak, West. Also present Barb Petkovsek, Administrative Coordinator/Director of Finance, Cindy Phillippi, Adams County Clerk, Dawn MCGhee, MIS. Jack Albert, Corporation Counsel, was unable to attend.

The meeting was properly noticed.

Motioned by Ward/England to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/England to approve the April 14<sup>th</sup>, 2009 minutes. Motion carried by unanimous voice vote.

James read the comments submitted by departments.

The committee unanimously consented to include the following language in the Technology policy:

**Section 6 - Hardware, Software Network & Phone Systems, 6.01, (E)**

- **A list of exceptions to the policy shall be maintained by the MIS department. Exceptions may be granted by MIS department prior to committee approval, but must be reported back at the next regularly scheduled meeting.**

**Section 11 – Technology Steering Committee, 11.02, (E & F)**

- Health and Human Services **((1) designated by the oversight committee)**
- Public Safety & Judiciary **((1) designated by the oversight committee)**

The committee clarified that the technology steering committee is an advisory committee.

The draft policy will go to the mutual insurance company for review. The Ad Hoc Committee will review comments and recommendations made by the mutual prior to submitting the policy to the County Board for adoption.

Barb provided the committee with a draft recruitment form for review. The committee will review and comment. James would like to compare the current recruitment form with the new draft one. Barb will provide each of the committee members with a copy to use for comparison.

The committee unanimously agreed to strike ~~personnel department~~ in the entire policy and insert **Personnel Director** in place.

The committee began reviewing Chapter 2, Section 8 – New Employee Orientation and made the following recommended changes:

**8.02 Procedures.**

- A. The Personnel Director develops and implements a plan to introduce newly hired employees to the County and their jobs. The primary purpose of the orientation is to facilitate the adjustment of the new employee and staff.
- B. Once an employee has been hired, ~~it is the responsibility of the Department Head to complete the New Employee Information Form and submit it to the County Clerk's Office~~ **the Personnel Director will**

make sure all the proper forms are completed and submit copies of the forms to the **Administrative Coordinator/Director of Finance office** within five (5) days of the employee being hired.

- C. ~~If at all possible, prior to employment, the employee will meet with the County Clerk's Office to complete all employment forms and sign up for any fringe benefits available for the position. If the employee cannot do this prior to employment, it shall be done the first (1<sup>st</sup>) day of employment.~~
- D. The Personnel Department **Director** shall orient all new employees relative to general conditions of employment including County rules, job descriptions, and pay. Employees shall sign the Form at the back of this Policy indicating they have received a copy of the Personnel and General Administrative Policies and any addendums. This Form is to be returned to the Personnel Department and placed in the employee's personnel file.

The following section was discussed at length.

**8.04 Department Head Orientation.** The Administrative Coordinator/Director of Finance or his designee shall be responsible for the orientation of a new Department Head to the County Policies and expectations of the Department.

It was stated that a formal plan should be created. The committee will review this section again.

**9.01** As a condition of employment, all new employees must successfully complete a drug and alcohol test directed by the Personnel Department **Director**.

**9.02** This Section does not restrict the County's right to request random medical, drug, or alcohol testing for employees after being ~~hiring~~ **hired**.

~~**10.02** This Section does not restrict the County's right to request random medical, drug, or alcohol testing for employees after hiring.~~

10.02 is the exact same language as 9.02

## **SECTION 12 – EMPLOYEE EVALUATIONS**

~~**12.01 Employee Evaluations.** The Department Head, or their designee, shall evaluate the employee, on an annual basis, if possible. The Administrative Coordinator/Director of Finance shall evaluate Department Heads and will include the Home Committee in the evaluation process. The Personnel Director shall approve all employee evaluation forms. A special performance evaluation may be completed whenever there is a significant change in an employee's performance. The evaluation completed by the Department Head, or their designee, must be discussed with the employee. After the evaluation is completed, the employee and the Department Head shall sign the evaluation indicating the evaluation was reviewed. The employee shall be given the opportunity to comment on the evaluation and have those comments attached to the evaluation. All evaluations shall be placed in the employee's personnel file in the Personnel Department. The Personnel Department shall make a copy of the evaluation for the employee and file the original in the employee's personnel file.~~

~~**12.02** Evaluations are a tool to monitor and assess the progress of employees. Pay is not based on performance with the County, and no pay increases are given as a result of the evaluation.~~

The committee would like, Section 13 – Volunteer Service Policy, condensed and simplified. Barb will review and work on it. Section 13 will be reviewed again at the next months meeting.

Additional agenda items for May 12<sup>th</sup> meeting:

- Review and comment on Chapter 2, 8.04, Department Head Orientation.
- Review of Section 13 – Volunteer Service Policy

The committee recapped on the following previous outstanding issues:

- Jack Albert, Corporation Counsel is to review Section 4 - Affirmative Action.
- Albert previously explained that sections such as FSLA, FMLA, EOC, etc will be reviewed by an outside agency to make sure we are completely in compliance with these laws.
- Section 4.10, Albert will verify state statutes and provide verbiage that needs to be added. i.e. as may be amended from time to time
- Albert will review Section 4, Code of Ethic, and report back and simplify the language.

The committee will continue to proceed forward and await Jack's response.

Motioned by Ward/England to adjourn at 5:50 p.m. until May 12, at 4:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi,  
Recording Secretary

## ADMINISTRATIVE & FINANCE MEETING

April 7, 2009, 9:00 a.m.

Meeting was called to order by Chairman West at 9:05 a.m. Ward, Klingforth, Kirsenlohr, and West were present. Sebastiani, excused. Barb Petkovsek and Cindy Phillippi were also present.

The meeting was properly announced.

Motioned by Ward/Kirsenlohr to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Klingforth to approve the March 12<sup>th</sup> minutes. Motion carried by unanimous voice vote.

Check register from previous meeting was discussed. Barbara Petkovsek informed the committee that we pay Auburndale for disposal of tires. Purchasing fuel from Wisconsin River Coop by the Solid Waste department needs to be reviewed. Is this being put out for bid? Who determines where the fuel is purchased? Barb will speak with Myrna and report back to the committee at the next meeting as to how this is handled.

Motioned by Klingforth/Kirsenlohr to approve the check register as submitted. Motion carried by unanimous voice.

Motioned by Klingforth/Kirsenlohr to deviate from agenda item number 13, consider carryover for courts, video conferencing, audio recording and sound system. Motion carried by unanimous voice vote.

At 9:10 a.m. Terry Reynolds-Warner and Judge Pollex joined the meeting to give a brief update on video conferencing. The T1 line is sufficient to accommodate the video conferencing system. SKC did a test on the system and it worked well. The money is in account 100 03 51250.

Motioned by Ward/Klingforth to allow a carryover in the amount of \$95,269.52. Motion carried by unanimous voice vote.

The proceeds from the sale of the Highway building and Library building were placed in account 100 10 48350. This money either can be transferred out and placed in a non lapsing account for future use or close to the general fund.

The committee unanimously concurred the money should close to the general fund.

The Highway department as of 12/31/08 had a fund balance of \$847,600.00.

Health and Human Services as of 12/31/08 had a fund balance of \$247,346.96.

Solid Waste department is still in the process of being converted to an enterprise fund.

The County received \$16,000 in room tax from Northern Bay which was deposited into account 100 41 46728 which is in the Parks department.

The upgraded Skyward software has the ability to charge percentages in payroll. Account percentages for Fred and Rita's wages are being directly charged to the appropriate accounts. This eliminates journal entries that were previously being done.

Barb will be checking out the \$100,000 pay back from the Parks department and report back to the committee next month.

Land Conservation department is being charged unemployment on an employee who left for other employment who is no longer employed. The 100 73 51920 is for special assessment charges and is no longer used for unexpected unemployment charges.

Barb will be working with the auditors on the revolving loan accounts to get a better understanding of them.

Money authorized to be transferred for the Health Insurance run off was \$450,000; however, only \$366,573.52 was needed. The balance will close to the contingency fund.

Barb provide the committee with an unaudited fund balance hand out with 2008 general and contingency fund allocations and transactions. She also read the auditor's recommendation on non lapsing accounts.

The committee recommended submitting one resolution for eliminating and reestablishing non lapsing accounts to County Board. The following non lapsing accounts should be established:

1. Land Information - Land Information
2. Clerk of Courts - State Aid Circuit Court
3. Family Court Commissioner - Mediation
4. MIS - MIS Computer
5. Sheriff Recreation – Boat/Snowmobile/ATV Grants
6. Sheriff - Jail Assessment
7. Sheriff - Commissary
8. Sheriff - K9 Donations
9. Sheriff - Project Lifesaver Donations
10. Emergency Management - SARA
11. Emergency Management Hazmat
12. Airport - Airport
13. Airport - Airport Fuel
14. Parks - Snowmobile
15. Parks – Park Capital
16. Parks – Petenwell
17. Parks – Outlying
18. Parks – Castle Rock
19. Parks – Tourism
20. UW Extension – Special Projects
21. Land & Water Conservation – County Dam Maintenance
22. Land & Water Conservation – DNR Conservation Aids
23. Land & Water Conservation – Manure Storage Program
24. Land & Water – Lake Protection
25. Planning & Zoning – Hydrograph
26. Miscellaneous – Vending
27. Miscellaneous – Holiday Tree
28. Miscellaneous – Record Control
29. Administrative Coordinator – Space Needs Study
30. Clerk of Courts – Video Conferencing
31. Contingency Fund

Health & Human Services

1. Public Health – Preparedness Grant
2. Public Health – Tobacco Grant

A resolution will be drafted and submitted at the next Administrative and Finance Committee Meeting to be approved and forwarded to County Board.

There will be a joint meeting with Administrative and Finance meeting and Planning and Development to discuss the Manure Storage Non Lapsing Account.

Agenda items for April 14<sup>th</sup> to include:

- discuss and/or act on resolutions to eliminate all non-lapsing accounts and create new ones
- discuss and/or act on transfer from general fund to close 2008 books
- update on fixed assets and purchase of equipment by Ron Chamberlain
- amendment to ordinance establishing a service fee for worthless checks
- raffle and tourism presentation by Fred Nickel

Motioned by Ward/Klingforth to adjourn at 12:20 p.m. until April 14<sup>th</sup> at 9:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Philippi,  
Recording Secretary

## ADMINISTRATIVE & FINANCE MEETING

April 14, 2009, 9:00 a.m.

Meeting was called to order by Sebastiani at 9:05 a.m. Ward, Klingforth, Kirslenlohr, and Sebastiani were present. West, excused. Barb Petkovsek and Cindy Phillippi were also present.

The meeting was properly announced.

Motioned by Ward/Klingforth to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Klingforth to have the Treasurer check with the local bank to see if they will not charge more than the amount authorized by the state statutes for worthless checks. Motion carried by unanimous voice vote.

Motioned by Ward/Kirslenlohr to forward the resolution on worthless checks to County Board. Motion carried by unanimous voice vote.

Ron Chamberlain present to provide an update on equipment purchases. Ron provided reports on purchases and depreciation. Discussion took place regarding the purchase of three trucks; Ron explained there was an overall saving by purchasing the three trucks.

Account 100 18 52305 was identified as being the commissary account.

Barb explained she changed the payout to Rural Industrial Development. Previously they received money allocated by the county in one payment. Currently she is paying them 50% within the first 6 months of the year and then the remainder.

Barb stated she had discussed the Wisconsin River Co-op payment with Myrna but could not recall the exact response. She will review the response again. She will have Jack review the response and report back to the committee next month.

Next committee agenda to include:

- a report from Daric on the Job Center, report to include financials and hours open, etc.
- Wisconsin River Co-op payment

Motioned by Klingforth/Kirslenlohr to approve the check register as submitted. Motion carried by unanimous voice vote.

Barb stated the cash reconciliation is not complete yet. The county started to utilize the credit card system in February. She did not provide further information on the general fund or contingency since the committee just reviewed both on the 7<sup>th</sup> of April. Discussion took place on the Easton Dam transfer. County Board approved up to \$500,000. The transfer will be for the exact dollar amount not to exceed the \$500,000. Barb will be in touch with Chris regarding an update on the new hydro process that is being considered. There is a company that will apply for stimulus dollars and then lease the hydro operation to the county.

Ron Chamberlain is currently working with Dave July and the Sheriff on alternative fuel for vehicles stimulus package.

Myrna is working with Kenworth pulling information on alternative fuel for vehicles stimulus package. She is currently looking into 4 new vehicles. The package requires 75% county funding.



Agenda items for next month's meeting to include:

- report from Dee in the Clerk of Courts regarding new position for delinquency collections and savings associated with the position

Barb indicated that there is approximately 20% left of the management letter from 2007 to address. Form D will be done by her office this year instead of by the auditors.

They are looking at using the jail assessment money for repair of the jail showers and/or possibly utilization of the commissary account.

Motioned by Ward/Kirsenlohr to recess at 11:15 a.m. Motion carried by unanimous voice vote. Reconvened at 11:25 a.m. All present.

MIS update: Dawn informed the committee that one of the Virchow Kraus recommendations was to have a formal plan for the use of the non lapsing money. The study also recommended a staffing level of 2 ½; however, Dawn feels that if dollars can be used to automate some of the processing they are currently performing the current staffing would be adequate. She would like to see non lapsing dollars designated for some of the following items:

- the off site back up process automation
- remote access to Health and Human Services, Highway and Solid Waste
- website software that does sight checks for broken links, misspellings, and ADA compliance

Maintenance costs associated with additional purchases needs to be watched. Data closets in some locations don't have the appropriate climate control or security. Discussion took place regarding technology policy comments and unfounded accusations. Informational meetings will be conducted regarding the county's compliance products by MIS staff. Barb indicated the way our system is set up is appropriate and no department should be a stand alone department.

If there should be any future expansion projects, the MIS department should be involved to make sure there is adequate closet space, appropriate climate control and security.

Motioned by Kirsenlohr/Ward to approve resolution on eliminating all non lapsing accounts and create new ones and resolution for transfer from general fund to close the 2008 books. Motion carried by unanimous voice vote.

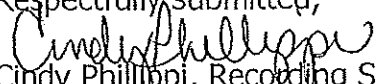
Treasurer update: Mary Ann indicated taxes are fair and delinquencies are coming fairly decent. There are 40 plus properties going to court. Money is being transferred to a civil account which means we are totally protected.

On May 1<sup>st</sup> the Planning and Development Committee and Administrative and Finance Committee will have a joint meeting to discuss Animal Manure Storage Program at 9:00 a.m.

The next regular meeting date will be on May 12<sup>th</sup> at 12:30 p.m.

Motioned by Ward/Klingforth to adjourn at 1:00 p.m. until May 12<sup>th</sup> at 12:30 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Phillippi, Recording Secretary

Joint Administrative and Finance and Planning and Development Committee  
Meeting Minutes, May 1, 2009  
9:00 a.m.

The meeting was called to order by Chairman Licitar at 9:00 a.m. Roll call was taken, Sumpter, James, Colby, Breene, Ward, Sebastiani, Kirsenlohr, Klingforth, Stuchlak, and Keckeisen present. Excused, West. Also in attendance Chris Murphy, Cindy Phillippi, Steve Nowicki, Tom Feller and Gil Kenning.

The meeting was properly announced.

Motioned by Klingforth/Sumpter to approve the agenda. Motion carried by unanimous voice vote.

The total carryover dollars in the manure storage fund is \$73,426.

Some counties are providing some type of financial assistance. Discussion took place regarding the USDA NRC State Environmental Quality Incentive Program. The DNR has grant money that can be applied if a citation from the DNR is written. Possible money could come from the DNR Targeted Runoff Grant if the DNR issues a notice of discharge. The committee discussed the possibility of DNR involvement.

Stuchlak asked how many livestock operations are in the county that would need manure storage. Chris thought there were about 26 dairy operations, but a complete inventory has not been done by his department so he would not be able to give an accurate number.

Motioned by Ward/Keckeisen to not fund the Manure Storage Program, leave the landowner to receive a citation from the DNR to tap the DNR Resources Fund Program to solve the problem. Voting no, Stuchlak, Licitar and Colby. Voting yes, Ward, Keckeisen, Sumpter, James, Breene, Sebastiani, Kirsenlohr, and Klingforth.

What are we going to do with animal waste storage systems? Request the DNR to issue notice of discharge citations.

Colby feels it is a mistake to eliminate this program. We have been extremely generous in the past. We should put a \$25,000 cap then we could fund three, include a sunset clause and not let it run forever. Sylvia and Stuchlak agree with Mr. Colby.

Much discussion took place about designating dollars and creating a policy on how to spend the money.

Sumpter talked about capping the dollars allocated and putting a stipulation on the landowner that they must remain in operation for 5 or 10 years otherwise they would have to pay 100% of the money received back to the county. The committee had much discussion on this.

Property owners would not be able to receive money from other program funds if dollars were to be allocated, maybe a maximum of \$10,000 per system could be allowed.

Jack Albert, Corporation Counsel, joined the meeting.

Keckeisen to call the question.

Corporation Counsel explained the broad authority the committee has and the language related to the funding.

Keckeisen would like to see the \$73,000 put in the Natural Resources Fund and allow money to be taken from there for manure storage by using point source pollution. James would like to see a line item that designates where funds can be spent.

Again there was talk that no more than \$10,000 a year could be spent on manure storage. Natural Resource Fund could have a departmental policy codified and approved by county board.

Sebastiani would like to know how the Natural Resources Fund would be replenished each year. Chris indicated it would be by levy dollars and \$30,000 a year is minimal to contribute to Natural Resources. There may be other funding that could compliment the account.

Motioned by James/Keckeisen to draft a resolution transfer the \$73,426 to the Natural Resources Account from the Manure Storage Fund. Language to include a natural resource policy will be created to be defined and come from the committee. Chris is instructed to work with Jack and Barb on this then bring it to the Planning and Development Committee in June. Motion carried. Voting yes, Sumpter, James, Colby, Breene, Ward, Sebastiani, Klingforth, Stuchlak, and Keckeisen. Voting no, Kirschenlohr.


Chris referred back to Sebastiani's question about the funding for the Natural Resources Account. The Planning and Development Committee had previous conversation where they were looking at \$100,000 to \$150,000 in funding to preserve natural resources.

Keckeisen excused at 10:50 a.m.

Dam dollars were discussed with the thought that maintenance would come out of the Natural Resources Account. After much discussion it was determined that the Dam Maintenance Account would remain as is.

Chris informed the committee that there will be a deficit of approximately \$11,487.91. Motioned by Sumpter/Stuchlak to take \$20,000 from the \$73,426 to bring the dam account back in the black and include this in the draft resolution language from the previous motion. Motion carried by unanimous voice vote.

Motioned by James/Sumpter to adjourn at 11:55 a.m.

Respectfully submitted,  
  
Cindy Phillippi  
Recording Secretary

Adams County Airport Commission  
Minutes for the April 20, 2009 Meeting

Call to Order: Meeting was called to order by Chairman Hartley at 7:25PM.

Roll Call: G. Hartley, F. Dehmlow, J. Johnston, S. Pollina. J. Reuterskiold excused. Also in attendance were M. Scott, airport manager, and S. Sundsmo, grounds keeper.

Audience: None

Was the meeting properly announced? Yes

Approve Agenda: Motion by Dehmlow, Second by Pollina to approve the agenda. All aye, motion carried.

Approve the minutes: Still awaiting minutes from the July, 21, 2008, September 8, 2008 and January 15, 2009 meetings. Motion by Dehmlow, Second by Pollina to approve the March 23, 2009 minutes as presented. All aye, motion carried.

Airport Managers Report:

Review Correspondence: Annual Rates and Charges Survey request from the Bureau of Aeronautics to be completed by Scott. Patronage check from Wisconsin River Co-Op Services for \$13.66 to be forwarded to Treasurer. Invitation for convention and membership from Wisconsin Airport Management Association, no action taken.

Financial Report/Review Monthly Check Summary: With 25% of the year completed one category is above and another must be watched. Repairs and Maintenance-Vehicles is currently at 35% due to transmission replacement in the snow removal truck. And, Repairs and Maintenance-Grounds must be watched due to contracted labor for snow removal while the snow removal truck was down for repair and the increased cost in fertilizer.

Fuel Report: A complete report was not available because a new inventory card was just received. A full accounting for year to date will be made at the next airport meeting.

6- Year Improvement Plan: The final "new" 6-Year plan was discussed with the Bureau of Aeronautics at the April 8<sup>th</sup> Sponsor Workshop. The Bureau is expecting \$15 Million in Stimulus funds and expects to administer like AIP funds for security and infrastructure. About half of the \$150,000 AIP funds per airport have been released so far for 2009 but future funding is not known but the Bureau recommended filing the plan and Scott will be doing so. After initial acceptance

Adams County Airport Commission  
Minutes for the ~~March 23~~, 2009 Meeting

Page 2

April 20,

by the Bureau public hearings and County approval will be necessary for those items that have not been approved already.

Height Zone – Request to remove contingency from variance for Adams Co. Sheriffs Dept./Emergency Govt. tower at Highway Shop: It was explained by Scott that the request was not removal of the contingency, only that it had been met with receipt of the letter from Corporation Council dated February 11, 2009 stating the members of the Airport Commission were covered under the County liability insurance policy. Motion by Dehmlow, Second by Pollina to accept the letter from Corporation Council dated February 11, 2009, RE: Confirmation regarding Insurance Coverage – Adams County Airport Commission, as meeting the contingency required in the variance for the Adams Co./Sheriffs Depart./Emergency Govt. tower located at the Highway Shop. All aye, motion carried

Courtesy Car – The concept was again discussed at the Property Committee meeting attended by Scott. At the meeting were three representatives from the County liability insurance company. A courtesy car made available to transient pilots to conduct business in town is covered under the current liability policy at no additional charge. Their recommendation was an automobile policy for both county employee and non employee operations and offered to forward examples from others to the County Treasurer. Upon receipt, Scott will review and formulate a policy for a courtesy car and present to Property Committee.

Motion by Dehmlow, Second by Pollina to approve the managers report. All aye, motion carried.

Grounds Keeper Report: Grass runway has been inspected and is ready for spring and summer operations. First application of fertilizer has been applied to the grass runway in anticipation of spring rains. And, the wind sock has been rewired to replace the old frayed wiring that was labor intense. Motion by Dehmlow, Second by Pollina to approve the grounds keepers report. All aye, motion carried.

Audience Comments: None

Next meeting set for May 11, 2009 at 7PM.

There being no further business a motion was made by Johnston, Second by Pollina to adjourn. All aye, motion carried. Meeting was adjourned at 8:20PM.

Respectfully Submitted, Michael L. Scott, Airport Manager



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: February 25, 2009

Place: CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

#### Board Members:

*Present:* Fran Dehmlow, Bill Gomoll, Ross Swinehart, John Atkinson, Scott Beard, John Stevenson, Jim Layman, Joe Garvin, Muriel Harper, Joan Koscal, Evans Littlegeorge, Charlie Krupa, John Earl, and Kristine Koenecke

*Absent:* Joan Fordham

*Unexcused Absence:* None

*Staff Present:* Fred Hebert, Donna Lynch, Kari Labansky, Craig Gaetzke, Susan Tucker, Lisa Williams, and Lili Cifuentes

*Guests:* None

### Discussion Items

1. Motion was made by Ross Swinehart to adopt the agenda. Seconded by John Stevenson. Passed unanimously. MOTION CARRIED.

Motion was made by Bill Gomoll to adopt the meeting minutes of February 25, 2009 with one revision on page 6, second paragraph, which will now read "Fred is pursuing acquisition of land from the School District of Reedsburg" instead of the "School District of Rock Springs". Seconded by Joan Koscal. Passed unanimously. MOTION CARRIED.

2. President's Comments

John Earl commented on President Obama's Economic Stimulus Plans for the nation and the positive affect it may have on the agency. He stated how pleased he was with fourteen board members in attendance and hopes everyone remains consistent as there is always important business to be done.

3. Executive Director's Report

Fred wished everyone a Happy New Year and hoped we at the

agency started off the new year enthusiastically. He expressed gratitude to the board for helping the agency move forward with their guidance and support. He thanked those serving the agency before us for setting the foundation which we continue to build on. Board training is being planned for June. We may be receiving additional Weatherization and CSBG funding from the Economic Stimulus Package and are reviewing ways to expand programs. The Low-Income Representative elections at the Food Pantries will be coming up in March.

Motion was made by Bill Gomoll to approve the Executive Director Report. Seconded by John Stevenson. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari Labansky presented the Budget & Finance Report. The 2008 Financial Audit will take place in March with Jean Christensen presenting at the April meeting.

The December 31, 2008 Statement of Revenue and Expenses reflected a profit of \$508,086.73 including restricted dollars from Kirk-Wood, the Revolving Loan Fund, Other & GAAP related dollars, unrestricted dollars from the Colfax Sale and Other Gain. Excluding the Colfax sale the agency experienced an unrestricted gain. Kari is working with the auditors on Revolving Loan Funds; money loaned out but not repaid is reflected on our books and is not available for other clients. We may write off some of the \$20,000 for Kenwood Properties over the next three years.

The Comparative Balance Sheet for the period ending December 31, 2008 reflected total assets in the amount of \$7,173,487.79 and liabilities of \$4,498,479.11.

The Cash Flow Statement for the month of December 2008 reflected actual cash at month end of \$450,125.18 which includes \$315,420 of Revolving Loan Fund money for Glenville Timberwrights.

The Cash Flow Statement for the month of January 2009 reflected actual cash at month end of \$416,686.27. Health costs showed an increase due to paying January premiums to WPS and February premiums to Dean Health. We were able to experience a substantial savings of \$50,000, possible more, by switching to Dean even with the agency covering the deductible and coinsurance for employees.

Motion was made by Ross Swinehart to accept the February 25, 2009 Budget & Finance report. Seconded by Joan Koscal. Passed unanimously. MOTION CARRIED.

Committee Reports

a. Building Committee

Bill Gomoll gave highlights of the meeting report of February 13, 2009.

The agenda was unanimously approved by motion. The minutes of the December 5, 2008 meeting were unanimously approved by motion. Fred sent a letter to the Reedsburg School Board regarding acquisition of property for our next HOME Project. With the help of Representative Ed Brooks we should find out about HOME Grant funding shortly; we are also working to receive CDBG funding for the project. A review of Solar System efficiencies is being completed for consideration of the system in our next project. Fred, Charlie Krupa, and Roger Herried, Necedah Village Administrator, viewed properties in Necedah for our 2010 HOME Project. A summary of properties owned and operated by CWCAC was reviewed. Fred met with United Healthcare who is interested in renting from us to operate a free Dental Clinic out of our Beaver Dam Building; he will gather additional information. Due to additional stimulus funding Weatherization may be receiving we are considering expansion of the garage at the Wisconsin Dells Office; Committee members viewed the facility and offered options for expansion. Motion was unanimously approved to expand the loading dock bumper at the Adams Food Pantry. After discussion motion was unanimously approved to have Ross gather more information from JC's Heating & Electric regarding changing thermostats in our HOME Project Apartments to remote reading with thermostat adjustments only being made from the boiler room.

Motion was made by Charlie Krupa to accept the Building Committee Report of February 13, 2009. Seconded by Jim Layman. Passed unanimously. MOTION CARRIED.

b. Client Services Committee

Kristine Koenecke gave highlights of the Client Services Committee Report of February 25, 2009.

The agenda and minutes of the October 22, 2008 meeting were approved by unanimous motion. The Homeless Unit "Project Chance Procedure Manual" was reviewed and unanimously approved. Committee members reviewed and discussed their 2009 Schedule & Goals. A suggestion was made to have roundtable meetings with Managers and the Executive Director to discuss how to better serve clients. Other suggestions were to review monitoring reports on various programs, completed CDBG Programs - Adams and Merrimac, use of CSBG funding, and invite guest speakers from the State level to provide education. A tentative 2009 Schedule was unanimously approved including review of



Community Services Block Grant funding in June, Community Development Block Grant funding in August, Flood Relief funding in October, and planning for 2010 in December. A roundtable meeting has been scheduled with Fred and the managers to express concerns, program issues, future direction, etc., on April 29<sup>th</sup> at 9:00 a.m. in Portage including breakfast. A location will be announced.

Motion was made by Joan Koscal to accept the Client Services Committee Report of February 25, 2009. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

c. EPF Committee

John Earl gave highlights of the meeting report of February 13, 2009.

The meeting was called to order and agenda approved by unanimous motion. The minutes of the December 17, 2008 meeting were approved by unanimous motion with the addition under 3, d., of reviewing the Executive Director's Evaluation & Compensation in Closed Session and under 10. Other - Re-evaluation in March of number of EPF Committee members with a formal recommendation at the April board meeting.

Personnel issues were reviewed; a) The agency will save \$40,000 - \$60,000 per year with the switch from WPS to Dean Healthcare even covering employee deductibles and coinsurance. Employees are responsible for co-pays; b) After discussion motion was unanimously passed recommending full board approval of a Birthday Vacation Day for all full and part-time employees to be used any day during the year; c) After discussion motion was unanimously passed approving two positions; Senior Accountant & IT Systems Coordinator which current employee Greg Tatu will fill taking an expanded role in assisting the Chief Financial Officer; and Weatherization Field Supervisor which will be posted internally. This position was created due to additional Weatherization funding from the Economic Stimulus Package and plans for additional staff and upgrading of space and equipment; d) Committee members went into Closed Session by unanimous roll call vote to discuss the Executive Director's Evaluation & Compensation. Committee members went back into Open Session by unanimous roll call vote. Motion was unanimously passed recommending full board approval of a 5% increase in Executive Director Compensation from \$70,000 in 2008 to \$73,500 in 2009.

Fred presented the February 13, 2009 Financial Statement. The Cash Flow Statement for the month ending December 2008 reflected actual cash at month end of \$450,125.18; and for the month ending January 2009 of \$416,686.27. Motion was unanimously approved accepting the February 13, 2009 Finance Report. The Beaver Dam Building Open House is scheduled for Friday, April 3<sup>rd</sup>. Fred invited board members to attend the WISCAP Quarterly Meetings. Due to current

agency activities Fred is not planning to attend the NCAF Conference in Washington DC this year. The 2009 Community Development Block Grant information will be sent out to all municipalities in March. We may receive additional CSBG funding through the Economic Stimulus Package and are considering reactivating the Skills Enhancement Program, increasing staff and programs, and expansion of our current building. Membership of the EPF Committee will be reviewed at the March EPF Committee Meeting.

Motion was made by Kristine Koenecke to accept the EPF Committee report of February 13, 2009. Seconded by John Stevenson. Passed unanimously. MOTION CARRIED.

4. Program Reports

- a. Weatherization Report
- b. Homeless Report
- c. Hunger Reduction Report
- d. Employment & Training Report
- e. Business Development Report

Manager Reports were distributed in the Board Meeting Packets for review prior to the meeting. As of December 2008 the Weatherization Unit has served 144 clients at an average cost per household of \$7,267; their contract service goal is 254 units. The Homeless Unit served 1,375 clients in 2008 compared to 1,985 in 2007. The Hunger Reduction Unit served 3,666 households in the month of December representing a 39% increase as compared to December of 2007. We currently have 117 of 121 units leased up under the Section 8 Housing Choice Voucher Program. We are looking for a new location for our Wautoma Food Pantry.

Motion was made by Joan Koscal to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Program Reports of February 25, 2009. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was presented by the EPF Committee recommending full board approval of a Birthday Vacation Day for all full and part-time employees to be used any day during the year. After discussion, motion was made by Ross Swinehart to approve the motion as presented by the EPF Committee. Seconded by Joan Koscal. Passed unanimously. MOTION CARRIED.

Motion was presented by the EPF Committee recommending full board approval of accepting the Executive Director's 2008 Performance Evaluation and Compensation increase of 5% from \$70,000 in 2008 to \$73,500 in 2009. Motion was made by Jim Layman to go into Closed Session to discuss the Executive Director's Evaluation & Compensation. The board went into Closed Session by unanimous roll call vote. The board went back into Open Session. Motion was made by Charlie Krupa to amend the proposed motion increasing the Executive Director's salary from \$73,500 in 2009 to \$75,000. Seconded by Evans Littlegeorge. The vote on the amendment was taken by secret ballot with the motion passing. Motion was made by Jim Layman to further amend the motion making this pay increase effective for a three year period. The motion was declared dead for lack of a second. Motion was made by Bill Gomoll to approve the amended motion which will now read "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, and Finance Committee recommendation of accepting the Executive Director's 2008 Performance Evaluation and Compensation increase from \$70,000 in 2008 to \$75,000 in 2009." Seconded by Scott Beard. After discussion the motion was passed by secret ballot vote. MOTION CARRIED.

9. Next Meeting

Wednesday, April 22, 2009 at 10:30 a.m.

10. Adjourn

Ross Swinehart made a motion to adjourn. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

## EXECUTIVE COMMITTEE MINUTES

Monday, April 13, 2009

9:00 a.m. - Conference Room A260

Meeting called to order by Vice-Chair David Renner at 9:00 a.m. Members present: Diane England, Bev Ward, Cindy Loken, and Dave Renner. Al Sebastiani excused. Others present: Barb Petkovsek, Administrative Coordinator/Director of Finance; Jack Albert, Corporation Counsel/Personnel Director; David July, Chief Deputy; and Jane Gervais, Paralegal/Personnel Assistant.

The meeting was properly noticed.

**Motion by Loken/England to approve the agenda. Motion carried.**

**Motion by Loken/Ward to approve the March 9, 2009, minutes. Motion carried.**

No public participation or correspondence.

Discuss and/or act on Humane Officer job description. Discussion was held. **Motion by Loken/England to approve the Humane Officer job description. Motion carried.**

Discuss and/or act on Personnel Director position/job description/resolution. **Motion by Loken/England to approve the Personnel Director position/job description/resolution. Motion carried.** Discussion was held. Supervisor Sumpter entered the meeting. **Motion by Loken/England to send the resolution to County Board. Motion carried.**

Barb Petkovsek, Administrative Coordinator, presented her monthly report.

Jack Albert, Corporation Counsel/Personnel Director, gave his monthly report.

**Motion by Loken/Ward to convene in closed session per § 19.85(1)(c) & (1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Update on negotiations. Advise Committee on employee investigation. Motion carried unanimously by roll call voice vote.**

**Motion by Ward/England to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. Motion carried unanimously by roll call voice vote.**

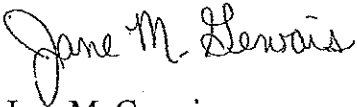
**Motion by Loken/England to approve the voucher reports and purchase orders as presented. Motion carried.**

Action items for next meeting: County Medical Examiner vs. County Coroner.

The next meeting will be May 11, 2009, at 9:00 a.m.

**Motion by Loken/England to adjourn at 10:30 a.m. Motion carried.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Jane M. Gervais".

Jane M. Gervais  
Recording Secretary  
Paralegal/Personnel Assistant

EXECUTIVE COMMITTEE MINUTES

Monday, April 27, 2009

9:00 a.m. - Conference Room A260

Meeting called to order by Chairman Al Sebastiani at 9:00 a.m. Members present: Diane England, Bev Ward, Cindy Loken, Dave Renner and Al Sebastiani. Others present: Barb Petkovsek, Administrative Coordinator/Director of Finance, and Jack Albert, Corporation Counsel/Personnel Director.

The meeting was properly announced.

**Motion by Renner/Loken to approve the agenda. Motion carried.**

No public participation or correspondence.

Discuss and/or act on Resolution to approve 2008-2010 Collective Bargaining Agreement with Local 1168, AFSCME, Courthouse & Professional Unions.

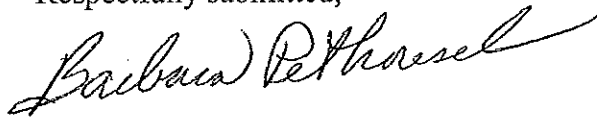
**Motion by Loken/Ward to convene in closed session per § 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Update on negotiations. Motion carried unanimously by roll call voice vote.**

**Motion by Ward/England to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. Motion carried unanimously by roll call voice vote.**

**Motion by Ward/Loken to approve the 2008-2010 Collective Bargaining Agreement with Local 1168, AFSCME, Courthouse & Professional Unions. Motion carried.**

**Motion by Renner/Ward to adjourn at 11:12 a.m. Motion carried.**

Respectfully submitted,



Barbara Petkovsek  
Administrative Coordinator/Director of Finance

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**March 13, 2009**

**Portage Courthouse Annex, Stevens Point, Wisconsin**

**Attendees:** Steve Bradley (Portage); Bruce Bushweiler (Waupaca); Bill Clendenning (Wood); Bill Ebert (Golden Sands); Reesa Evans (Adams); Jon Field (NRCS-Mauston); Kevin Halvorson (NRCS-Stevens Point); Debra Hunt (Golden Sands); Michelle Komiskey (NRCS-Westfield); Greg Lowe (Juneau); Ruth Moody (Wood); Hugh O'Donnell (member-at-large); William Peterson (Portage); Joe Piechowski (Waushara); Paul Skawinski (Golden Sands); Jerry Storke (Wood); Joe Stuchlak (Adams); Kaycie Stushek (Golden Sands).

**Call to Order:** The meeting was called to order by Chair Hugh O'Donnell at 10:33 a.m.

**Introductions:** At the request of O'Donnell, everyone attending verbally identified himself or herself and named the organization and/or county being represented.

**Approval of Minutes:** Motion made by Bill Clendenning, seconded by Joe Stuchlak, to accept the minutes of the January 2009 meeting. Motion passed unanimously.

**Treasurer's Report:** Debra Hunt gave the treasurer's reports for activities since the last meeting and passed out copies. Motion made to accept the report as presented made by Bill Clendenning and seconded by Greg Lowe. Motion carried unanimously.

**Old Business: State RC & D Issues**

Hugh announced that there was \$1199 profit on Packer raffle tickets sold this year. Town & County RC & D reported \$31.08 profit for the annual RC & D conference. Lumberjack RC & D will be holding the 2009 fall conference on September 24-25, 2009, in Rhinelander. A spreadsheet was passed around outlining the proposed program so far. The annual training conference at the Lions Camp in Rosholt is expected to be held in May this year. If anyone is interested in attending, Golden Sands has some money in the budget to pay for attendance.

The League of Conservation Voters annual priorities were discussed at the previous meeting of Golden Sands.

Reesa gave a short notification about the current status of the federal funding for RC & D, which is non-existent. Council members were encouraged to contact their representatives to vote to restore funding.

**NEW BUSINESS:**

**Committee Reports:**

**Personnel/Finance Committee Report:** Reesa reported on this committee meeting held 3/13. Debra passed out the treasurer's report. There were no particular changes since the last report. Golden Sands is now paying its Wisconsin payroll tax every pay period, rather than monthly. Debra passed out a new copy of the personnel manual with the changes previously approved in red. Debra announced that the previously Golden Sands policy of paying 75% of health insurance premiums for the NHI employees and their dependents is not longer financially feasible. She has met with the NHI representative and

proposed that the policy be amended to indicate that Golden Sands will pay for 100% of the employee's premiums, including non-health benefits (i.e., dental, vision, long-term & short-term disability). Employees will be responsible for paying dependent coverage, unless the contract otherwise specifies. For this year, Golden Sands should be able to pay for 25% of dependent coverage, but that will probably not continue. Open enrollment for health insurance is now in effect and goes until 4/15/09. The personnel handbook will need to be changed accordingly. The NHI contract renewal will start on 7/1/09. An administrative fee of 15.67% of the entire contract will be part of the contract. Debra also announced that Janeen Laatsch's position has been filled by Ryan O'Connor, who is scheduled to start on 3/30/09. The committee decided to leave the mileage reimbursement policy as it is currently written. Invoices involving Portage County and Golden Sands paid through direct deposit, rather than requiring a paper check to be issued. Debra passed out information on endowment procedures to organizations such as Golden Sands and a job description for an RC & D member-at-large. Committee members will review these and suggest modifications. The committee reviewed several projects being proposed for stimulus money should such become available.

Forestry Committee Report: Greg Lowe reported on the forestry committee meeting. They are still discussing alternate tree shelters, although they have decided that for this year, they will stay with the prior company, Tree Essentials. They may get samples from other companies to try out for future years. The rest of the demonstration forest signs will go up in the spring. All the brochures are completed and members can pick up the brochures for their county after this meeting. There is still a plan for a media campaign involving the installation of the sign at John Krueger's farm. There are 4000 placemats (2 boxes) left. Jodi is checking to see if there is still interest in the placemats—if so, a new printing may be ordered. This committee has 10 proposed new projects for the council to review.

Water Committee Report: Steve Bradley reported on the water committee meeting. Paul Skawinski reported that he had gone through "Train the Trainer" earlier this week. He is working on the Wood County AIS plan and has written some media articles about it. He had 7 volunteers last week for work on McDill Pond to pull Eurasian Watermilfoil and will have at least one other work day for further pulling. They also found some mystery snails and another unidentified one. In addition, they found a pair of Trumpeter Swans that are of a different strain than that usually found in Wisconsin. Reesa indicated she'd attended the same training as Paul and will be attending a water monitoring update on 4/2/09 at Devil's Lake Park. Adams County is working on having a public meeting on critical habitats in 11 lakes and has also scheduled several volunteer training workshops for this spring. Reesa wrote a handpulling instruction sheet and is revising her training presentations. The most recent WDNR lakes phone call said there might be stimulus money available for lake protection grants that have an application deadline of 5/1/09. Steve reported that Central Windshed Partnership so far only had about 10 miles of windbreaks scheduled for planting in 2009 because of the scarcity of cost-share money. There may be more money available in April, but that will be too late to order trees for this year planting. Steve noted that the Little Plover River Work Group will be holding a public hearing on public rights on the Little Plover River. A lakes grant application was sent in by 2/1/09 for a 3-county AIS coordinator. Jodi Hermesen submitted a written report that indicated groundwater infiltrates projects were ongoing in Portage, Waupaca and Waushara Counties. She is looking for funding to extend these programs, probably using work-study students. The Friends of the Little Plover River will hold an Appreciation Day on 5/1/09. The water committee approved some new projects to send on to the council for review.

Wildlife Committee Report: Bruce Bushweiler passed out some copies of Sharon Schwab's written report on her work in the past few months and information about the 2009 Prairie Chicken Festival.



Kaycie reported that she is working on the media campaign with Sharon. They are seeking more donations for the silent auction. They could also use more volunteers for the festival.

A motion was made by Joe Piechowski to accept the reports. Bill Clendenning seconded the motion. The motion passed unanimously.

**New Projects for Approval:** Several new projects were submitted to the council for approval. These are projects that can be used to apply for stimulus money, if it becomes available. These require action by the council by 3/20/09. The projects included: (1) a wood pellet project (Wood); (2) emerald ash borer wood recycling center (Marquette); (3) conservation core work program on invasive woodland species (Portage); (4) low quality hardwood utilization (Marathon); (5) wood pellet manufacturing plant (Gracewood Products)(Waupaca); (6) mobile hewsaw for small diameter hardwood and softwood (Wood); (7) revitalizing closed Pt Edwards pulp mill for ethanol or pulp production (Wood); (8) low temperature heat & CHP power system (Marathon); (9) solar energy demonstration project installation at parks building (Portage); (10) alternative energy project (repair failing hydroelectric facility) at Jordan Park (Portage); (11) town lake road reconstruction in Town of Grant (Portage); (12) reconstruction of Washington Street, Town of Grant (Portage); (13) Easton dam reconstruction (Adams); (14) Big Spring Creek restoration (Adams); (15) extension of nutrient management educator (Portage); (16) installation of urban food production & community center (Portage); (17) renewable energy retrofit for public buildings & schools in 9 counties in Central Wisconsin; (18) installation of urban neighborhood gardens in 9 counties (10 gardens each).

Motion made by Bill Clendenning to approve all projects as presented. Motion seconded by Joe Piechowski. All in favor. Motion passed unanimously.

**Staff Updates:** Teal's grazing job is scheduled to end this week. Golden Sands will be applying for more grants to extend his position. Reesa announced that the Adams County Land & Water Conservation Department now has an opening for a Conservation Engineering Technician.

**Project Updates:** Bill Ebert will have demonstration forest brochures for people to take back to their counties after the meeting. He announced that the rain barrel project has sold at least 65 barrels and are working on producing more.

**Agency Updates:** Jon Field of the NRCS indicated that stimulus money is going to be made available for floodplain easements purchased by the federal government. The signup goes until the end of March. Payment would be up to \$2500 per acre. He is also working on a possible Wetland Reserve Project involving a cranberry producer and the Necedah Wildlife Preserve. If it goes through, the 2100 acres of wooded wetland will be the largest wetland in Wisconsin in the program.

**Other Reports:** Debra indicated that no one from the NHI was able to attend today's meeting because that office had a training.

**Next Meeting:** The next meeting was set for May 21, 2009.

**Adjournment:** Motion made by Greg Lowe, seconded by Bill Clendenning, to adjourn. Motion passed unanimously. Meeting adjourned at 11:33 a.m.

Respectfully submitted,  
Reesa Evans  
Secretary, Golden Sands RC & D

**Golden Sands Resources Conservation & Development Council, INC.**

**Forestry Committee Minutes**

**March 13, 2009**

**Portage County Courthouse Annex**

**Stevens Point, WI 54481**

**Call to Order:** The meeting was called to order by Merlin Becker at 9:40 am

**Attendance:** Merlin Becker, Jon Field, Michelle Komskey, Bill Peterson, Hugh O'Donnell, Jerry Storke, Joe Piechowski, Greg Lowe

**Introduction:** Committee members introduced themselves and indicated who they were affiliated with.

**Approve Minutes:** Motion to approve last meeting minutes by (BP/HO). Motion carried.

**Project Status Reviews**

Jodi Hermesen provided a written report of the following projects: (Jodi was on vacation)

**Tree Shelters:** Reviewed the price list and information from the two tree shelter companies, Treessentials and Plantra. After some discussion motion by (HO/MB) to order tree shelters from Treessentials. Motion carried. Committee asked if Jodi could order 500 or less of the Plantra tree shelters and ask someone to try them and report on the results.

**Placemats:** We have 4,000 placemats left. Jodi drafted a letter to send out and ask if there is a demand for them in restaurants. Once we receive the feedback we will decide our next steps.

**New Projects:** Ten new projects were introduced and approved by the Forestry Committee and will be presented at the next RC&D meeting. (1). Conservation Corps Work Program-Portage County. (2). Revitalize Closed Edwards Pulp Mill. (3). Marth Wood Fuel Pellets-Wood County. (4). Low Quality Hardwood Utilization- Marathon County. (5). Grace Woodland Products- Waupaca County. (6). Low Temp Combined Heat and Power System- Marathon County. (7). Mobile Hew Saw- Wood County. (8). Emerald Ash Bore Recycling Center-Marquette County. (9). Jordon Park Alternative Energy-Portage County. (10). Alternative Energy Portage County Parks Office/ Maintenance Building. Motion by (HO/BP) to forward the ten projects to the RC&D Council. Motion Carried.

**Adjourn:** Motion by (HO/JS) to adjourn. Motion Carried. Meeting adjourned at 10:25am.

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**March 13, 2009**  
**Portage Courthouse Annex, Stevens Point, Wisconsin**

**Call to Order:** Debra Hunt called the meeting to order at 8:50 a.m.

**Attendance:** Steve Bradley; Reesa Evans; Jodi Hermesen; Debra Hunt; Hugh O'Donnell.

**Treasurer's Report:** Debra passed out the treasurer's report. There were no particular changes since the last report. Golden Sands is now paying its Wisconsin payroll tax every payperiod, rather than monthly.

**Personnel Handbook Update:** Debra passed out a new copy of the personnel manual with the changes previously approved in red.

**Health Insurance:** Debra announced that the previously Golden Sands policy of paying 75% of health insurance premiums for the NHI employees and their dependents is not longer financially feasible. She has met with the NHI representative and proposed that the policy be amended to indicate that Golden Sands will pay for 100% of the employee's premiums, including non-health benefits (i.e., dental, vision, long-term & short-term disability). Employees will be responsible for paying dependent coverage, unless the contract otherwise specifies. For this year, Golden Sands should be able to pay for 25% of dependent coverage, but that will probably not continue. Open enrollment for health insurance is now in effect and goes until 4/15/09. The personnel handbook will need to be changed accordingly. Upon motion made by Steve Bradley and seconded by Reesa Evans, the committee agreed unanimously to accept Debra's recommendation.

**NHI Contract:** The NHI contract renewal will start on 7/1/09. Debra proposed an administrative fee of 15.67% of the entire contract. After discussion, Reesa made a motion to accept that proposal. The motion was seconded by Hugh. Motion carried unanimously. Debra also announced that Janeen Laatsch's position has been filled by Ryan O'Connor, who is scheduled to start on 3/30/09.

**Mileage Rate:** After a short discussion, the committee decided to leave the mileage reimbursement policy as it is currently written.

**Portage County/Direct Deposit:** Motion made by Steve and seconded by Hugh to have invoices involving Portage County and Golden Sands paid through direct deposit, rather than requiring a paper check to be issued.

**Endowment and Member-at-Large Description:** Debra passed out information on endowment procedures to organizations such as Golden Sands and a job description for an RC & D member-at-large. Committee members will review these and suggest modifications.

**New Projects:** The committee reviewed several projects being proposed for stimulus money should such become available.

**Adjournment:** Upon motion by Hugh O'Donnell and second by Reesa, the committee meeting was adjourned at 9:25 a.m.

Respectfully submitted,

Reesa Evans  
Secretary, Golden Sands RC & D

**GOLDEN SANDS RESOURCE CONSERVATION & DEVELOPMENT COUNCIL, INC.**  
**Water Resources Committee Minutes**  
**March 13th, 2009**  
**Conference Room 5, Portage Co. Annex**

**Call to Order:** 9:30am

**Attendees:** Reesa Evans, Steve Bradley, Paul Skawinski and Debra Hunt. Jodi Hermesen submitted a written report.

**MINUTES:** Approved (Skawinski/Evans).

**PROJECT UPDATES:**

**Reesa, Adams Co.:**

The County is preparing for monitoring season. She developed a 2-page document to assist with hand pulling aquatic invasive plants (mainly EWM) that will be distributed to shoreland property owners. She recently completed a Train the Trainer session and plans to attend a water quality monitor training refresher course. Their Clean Water/Clean Boat training sessions are scheduled for April 25 (Adams Community Center), May 16 (Sherwood) and May 30<sup>th</sup> (Parker Lake). The County is in the process of changing lake maps from ArcView to ArcMap 9.2.

**Jodi's Projects:**

"Groundwater Infiltrates Portage County" is being conducted by Chris Koellner. He has been to 10 classrooms so far and has more scheduled for March and April. They are looking for funding to continue project next school year. Rhia Buth and Tanya Bueter are work-study students who recently began teaching classrooms for "Groundwater Infiltrates Waupaca County" and "Groundwater Infiltrates Waushara County". The "Friends of the Little Plover River" have scheduled the Little Plover River Appreciation Day and will be held for 4<sup>th</sup> graders on May 1<sup>st</sup>.

**Paul's Projects:**

He completed the Wood County AIS Plan and wrote an article for their newsletter. He discovered EWM in the channel of McDill Pond and arranged to have seven volunteers to hand pull those plants. He observed trumpeter swans a few weeks ago that turned out to be an unusual species. Paul found a new world record sized snail on McDill Pond. He has completed the Train the Trainers session in the Clean Water/Clean Boat program and plans to attend a water quality monitor refresher course. He submitted a new AIS grant to continue the regional effort in Portage, Waushara and Wood counties. The proposal will include LTE's to work in all three counties.

**Steve, Portage Co.:**

The next Little Plover River Workgroup meeting is April 8<sup>th</sup> and a Public Rights Order will be set. Windbreak sales for The Central Wisconsin Windshed Partner project are down this year due to unknown amounts of cost share funding from DATCP and EQIP.

**NEW PROJECTS:**

New projects that were presented were the continuation of Portage Co. Nutrient Management Education, Conservation Corps Work Program, Jordan Park Alternative Energy Project, Alternative Energy Project, Easton Dam Reconstruction, Big Spring Creek Restoration, Urban Food Production System & Community Center, Renewable Energy Retrofit for Public Buildings and Schools and Growing Urban Neighborhood Gardens in Central WI.

Approved: Skawinski/Evans

**OTHER BUSINESS:**

None

**ADJOURN:** Evans/Skawinski. 10:30 am.

Respectfully submitted by Steve Bradley

**Golden Sands Resource Conservation & Development Council, Inc.  
Wildlife Committee Minutes**

**March 13, 2009**

**Portage County Courthouse Annex Rm 5  
Stevens Point, WI 54481**

**Call to Order:** The meeting was called to order by Bruce Bushweiler at 9:30 a.m.

**Attendance:** Kaycie Stushek, Joe Stuchlak, Sharon Schwab, Bill Clendenning, Bruce Bushweiler

**Introductions:** Committee members introduced themselves and indicated who they are affiliated with.

**Approve Minutes:** The minutes of the January 15, 2009 meeting were approved on a Clendenning/Schuhlak motion. Motion carried.

**Project Status Review:**

**Sharon:**

Sharon provided a written "Activity Report" (enclosed) Sharon indicated she is working 10 to 15 hours per week. The 2009 Prairie Chicken Festival is scheduled for April 17-19. She has participated in a number of planning meetings for the festival. Sharon and Kaycie have promoted the Festival on local radio stations recently. There is a Portage County Landowner that is interested in protecting 1,400 acres of grassland. Sharon applied for a Portage County Land Preservation Fund and LIP grants for that parcel. No information on the two grants (Neotropical Migratory Bird Conservation Act and State Wildlife Grant (SWG to support CWSGCA Partnership coordinator).

Kaycie reported that her goal upon graduation from UWSP is to teach "sustainability" to other cultures. Her degree will be in Natural Resource Management with a Soils minor.

Sharon provided information about several Federal "Stimulus Package" grants that are being submitted through RC&D..

The meeting adjourned at 10:15 a.m.

# Health & Human Services Board

Meeting Minutes of May 8, 2009

**Call to Order** – The meeting was called to order at 1:00 pm by Chairperson Pat Townsend.

**Roll Call** – Board members present: Diane England, Cindy Loken, Pat Townsend, Joanne Sumpter, Jack Allen, Karl Klingforth, Maureen Bruce, and Dr. Hatton. Teresa Harvey-Beversdorf was excused.

Staff present: Chuck Price, Diane Osborn, Linda McFarlin, Sandy Wormet, Phil Robinson, Mandy Stanley, Ron Johnson and Crystal Hiller.

**Approval of Agenda and Compliance with Open Meetings Law** – The meeting was properly noticed. Motion to approve the agenda by Dr. Hatton, 2<sup>nd</sup> by Karl Klingforth. Motion carried by UVV (unanimous voice vote).

**Approval of Minutes from April 9, 2009, HHSB meeting** – Motion to approve minutes by Karl Klingforth, 2<sup>nd</sup> by Dr. Hatton. Motion carried by UVV.

**Public Participation** - none

**Correspondence** – none

**Veterans Service** – Motion to approve VSO vouchers and financial report by Joanne Sumpter, 2<sup>nd</sup> by Jack Allen. Motion carried by UVV.

Motion to approve the Veterans Service Officer's April report and May calendar by Jack Allen, 2<sup>nd</sup> by Maureen Bruce. Motion carried by UVV.

**Interim plan of the VSO vacancy** – Motion by Diane England, 2<sup>nd</sup> by Cindy Loken to hire an interim VSO and the interview committee should include a veteran. Motion carried by UVV.

**Filling of the VSO position** – Motion by Jack Allen, 2<sup>nd</sup> by Joanne Sumpter to have the VSO remain as it has been—a stand alone department. 5 Votes yes, 2 votes no (Townsend and England) Motion passed.

## **HHSB**

**Financial Report** – the HHSB vouchers and financial report were not available at the time of the meeting.

Thrift Store financial report – report was provided

**Conference & Workshop Requests** – the committee was informed of upcoming conferences and/or workshops that had been approved in the 2009 budget.

## **Reports**

Staff – written reports were provided and explained by each manager.

The planned presentation of the WIC program was not held as Kathy Nelson was not available.

**School nursing contract** – Motion by Dr. Hatton, 2<sup>nd</sup> by Jack Allen to approve the school nursing 2009-2010 contract and amendment for the '09 summer school programming. Motion carried by UVV.

**Recruitment for Training Specialist (Practical Cents)** – Motion by Karl Klingforth, 2<sup>nd</sup> by Dr. Hatton to approve hiring a training specialist. Motion carried by UVV.

*Recruitment for LTE (Practical Cents)* – Motion by Joanne Sumpter, 2<sup>nd</sup> by Jack Allen to approve filling this position should an opening occur. Motion carried by UVV.

*Director's Report* – Chuck Price gave the Board an update of what he has been working on in various areas of Health and Human Services.

*Confirm Next Meeting Date* – Friday, June 12 at 9:00 am.

*Adjournment* – Chairperson Townsend asked if there was any further business to consider. Hearing none, she declared the meeting adjourned at 3:05 pm.

Minutes submitted by Cindy Loken

THESE MINUTES HAVE NOT YET BEEN APPROVED BY THE COMMITTEE

**ADAMS COUNTY HUMANE SOCIETY BOARD OF DIRECTORS**  
**Minutes of the Board Meeting**  
**April 16, 2009**

Adams-Columbia Electric Cooperative – 5:30 pm

President Brenda Schwertsig called the regular meeting of the ACHS Board of Directors to order at 5:27 pm. The meeting was held at ACEC.

Those in attendance: Brenda Schwertsig, Chris Kulke, Linda Mohns, Lynn Moen, Mary Anne Keul and Larry Myers.

Guests: Christina Ackerman, Patrick Gatterman and Cindy Locken.

**Approval of Minutes:** After Linda noted a correction to be made to the 3/12/09 minutes, the minutes were approved by motion from Mohns, seconded by Myers.

**Treasurer's Report:** Linda presented the March report and noted that the WE Energies bill of \$802.48 resulted because of true-up in the billing. It was noted that the vet bill was \$1700, which continues to be a high expense. Linda said that she submitted the paperwork to Workers Compensation regarding the audit and has not heard anything further, so it is assumed that the report was accepted as submitted. The billing from ACEC for the security system was discussed and on a motion from Keul, seconded by Kulke it was decided to pay off the balance.

**Manager's Report:** The March Manager's Report was reviewed. Christina reported that the ACO (Ed) was back to work. During his illness, the Sheriff's office quit picking up animals and the shelter received many calls from people asking for assistance with stray animals. Unfortunately, the shelter is not able to provide this assistance. Christina reported that Kids Day was very successful and the kids enjoyed being able to pet the two young cats that were brought to the event. During the event many dog and cat food samples were passed out as well as candy and coloring books. A Rabies Clinic has been scheduled on May 9 from 2:00pm to 3:00 pm. Various vaccinations will be offered and the ACHS will receive 50% of the fees that are received. The clinic will be held at the AF High School Parking Lot and Dr. Hines of Adams Marquette Veterinarian Service will co-sponsor the event. This event will require at least 8 volunteers and details regarding handling the flow of people with their animals and the forms which have to be filled out will have to be worked out. The phone system at the shelter was discussed and Brenda indicated that this system is better than what was there before and perhaps in the future an upgrade would be possible if funding was available. Mary Anne mentioned that on the north side of the shelter the shingles on the roof are in bad shape and are actually crumbling. She has contacted the roofer, who still have unfinished work to be done and will ask him for an estimate to do the work.



## **OLD BUSINESS**

**Change in Employee Handbook:** Changes in the confidentiality pledge of the Employee Handbook were reviewed and on a motion by Mohns, seconded by Moen, were duly approved.

**Lawn and Garden Sale:** Pricing the inventory of lawn and garden items, which has been donated by the WI River Coop, is scheduled for Thursday, April 23 at 4:30 pm. It was suggested that a sign be put on the door which says that suggested donations are marked on the product and that all proceeds from the sale will go to the Animal Shelter. The sale will be Friday-Sunday, April 24-26.

**Shelter Grounds Cleanup:** The shelter cleanup will start at 11:30 am on Saturday, April 18 and will consist of chipping the brush pile near the parking area, mowing and raking the mound area, and raking around the building and parking lot.

**3<sup>rd</sup> Annual Garage and Bake Sale:** Linda mentioned that she has the liability rider forms that will be required for the event and that the charge for the rider will be \$181. Chris will fill out the forms.

## **NEW BUSINESS**

**Manager's First Year Anniversary.** Christina's one year anniversary as manager was discussed. It was decided that a onetime bonus be issued in the amount of \$500. Everyone was in agreement and expressed their appreciation for her efforts to bring about a well-run shelter with exceptional care for its animals.

**New Board Member Vote:** Patrick Gatterman spoke to the board about his background and interest in becoming a board member. A letter which formally asked to be considered was presented to the board. The board then went into closed session, and Brenda asked for vote of yes or no. All members voted yes.

**Log when Ed/ACO Brings in an Animal:** Christina reviewed all of the information that is collected when the ACO brings in an animal. The Board felt that the information collected was very complete and that no additional information was needed.

**Return on Spay/Neuter Deposit:** A situation was reviewed wherein a party requested a return on a deposit which was almost a year old. It was noted that at that time, no time limit was indicated on the spay/neuter paperwork. This has since been corrected. In this instance the party was issued a return on the deposit. However, in the future it was felt that Christina should be able to make the decision on whether the deposit should be refunded or not.

**Newsletter Preparation:** The newsletter is scheduled for mailing in late April and will be sent to all current members of ACHS as well as the Public Safety and Judiciary Committee. Items to be included are: the president's message; sensible no-kill policy; feline diseases; scheduled events, including information and dates for the Garage and Bake Sale, two Brat fries; silent auction and spaghetti dinner; and rabies clinic; BRATS, list of supporting members; and a special cat story.

**New Shelter Computer Program:** Christina presented information on a new computer program that she felt would assist in keeping a lot of information on the animals in a convenient and easy to use site. One of the costs would be the purchase of computer chips to be applied to every cat and dog in the shelter. The cost for using the program was discussed and although it looked like a good program, the Board felt that at this time more information was needed. In the meanwhile, Christina will look into the cost of using chips through Dr. Hines.

**Adjourn:** Motion made to adjourn at 7:02 pm. Motion carried.

Next BOD Meeting: May 14 at 4:15 pm at ACEC.

Approved by:

Lynn Moen      5/12/09  
Lynn Moen, Secretary      Date

**Adams County Humane Society**

1982 11th Avenue, P.O. Box 375

Friendship, WI 53934

**Monthly Report**

Total number of animals to state this month of April is 85.

Total number of animals that came in is: 229.

	<u>Total</u>	<u>Dogs</u>	<u>Cats</u>
ACO	24	5	19
Strays	28	12	16
Surrender	33	6	27
Adopted	16	5	11
Redeemed	6	6	0
Euthanized	4	1	3
Passed Away	1	0	1
Went to Rescue	8	8	0
ACO Adopted	5	3	2
ACO Redeemed	3	3	0
ACO Euthanized	4	0	4
ACO Passed Away	0	0	0
ACO Went to Rescue	1	1	0
In House	78	10	68

**Expences**

HR	
Payroll	2730.48
Federal Payroll Tax	591.3
State Payroll Tax	775.78
Tax/Payroll Prep	29.95
Utilities	
Adams Cty Solid Waste	58
ACEC - Electric	270
ACEC- Security	3777.87
Verizon	156.42
We Energies	151.17
Website	12.95
ACHS Building	
Bldg Maintenance	218.52
Postage/Office Supplies	109.28
Animals	
Veterinarian	1967.19
Animal Equipment	100
Insurance	
Capital Indem (W/C)	320.64
Other Expenses	
Van Maintenance & Repairs,Gas	20.51
Publicity & Fundraising	50
Total:	11340.06

**Townships animals came from**

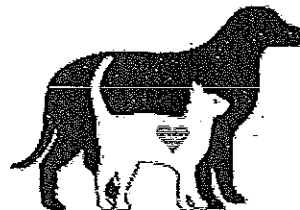
Adams City Limits:	17
Big Flats:	0
Colburn:	0
Dell Prairie:	1
Easton:	11
Friendship Limits:	1
Jackson:	3
Leola:	0
Lincoln:	24
Monroe Center:	0
New Chester:	5
New Haven:	0
Preston:	1
Quincy:	2
Richfield:	0
Shelter Yard:	0
Strongs Prairie	2
Springville:	2
Town of Adams:	13
Rome:	2
Wausau:	1

Total: 85

**Income**

Donations:	3676.66
Adams County:	3333.33
Adoptions:	1320
Surrenders:	585
Redemptions:	260
Memberships:	30
Bite Cases:	300
Refund:	-100

Total: 9404.99



**Land Information**  
Minutes for April 29, 2009 - 2:30 PM  
Courthouse Conference Room A231

Chairman Al Sebastiani called the meeting to order. The meeting was properly announced

Roll Call: Al Sebastiani, Mary Ann Bays, Jodi Helgeson, Sue Theisen, Dawn McGhee, Rich Huck, Cindy Phillippi, Greg Rhinehart and Jane Grabarski.

**Motion** by Rich second by Jane to approve the agenda. Motion carried unanimously.

**Motion** by Mary Ann, seconded by Rich to approve minutes. Motion carried unanimously

Jodi has sent Letter of Intent onto Ayres Associates regarding the 2010 flight. She will also be contacting possible project partners.

Approximately 10 individuals have been identified to test out subscription site. Hopefully, we'll have some results back by end of year to move forward with advertising this.

Sue indicated that address books need to be printed. She will work with new GIS person to have this done.

Jodi brought committee up to speed on 2009 grant application. Adams County is eligible to review over \$15,000 this year. Unless something happens between now and the time the Dept of Administration signs the letter of agreement, we should be getting the full grant amount. The committee recommended that this amount be used towards improving our 2010 flight or obtain derivative products from it. Motion by Jane, seconded by Mary Ann to use flight project for 2009 annual base budget grant. Motion carried unanimously.

Jodi also gave report on status of last years grant project which is the county surveyors project. Corporation Counsel has indicted that we may contract with someone. Greg suggested we ask title companies to see if they are interested. Another suggestion was to use the current youth grants. It would be more cost effective to use someone who is familiar with the public land survey system. Jodi will put together scope and forward onto title companies following county procedures as they apply.

Second round interviews for GIS Specialist/Asst Land Information Officer position are scheduled for May 6. We will be interviewing 3 finalists. It was suggested that a list of priorities be developed for this person to perform.

Next meeting tentatively set for June 25, 2009 at 2:30 PM

Motion by Rich, seconded by Cindy to adjourn

Meeting was adjourned at 3:00 PM

Respectfully submitted,  
Jodi Helgeson-Acting Secretary

**Adams County Library  
Board Minutes  
4/27/09**

The meeting was called to order by President Nelson at 1:05 p.m. Present were Nelson, Heideman, Challoner, Director Calef, Kreten, and Renner. Tonwsend arrived at 1:09.

President Nelson verified that the meeting was properly announced.

**Motion** to approve the agenda, after the addition of #8 item I (Spring Library Conference) on the Director's Report, was made by Heideman, 2<sup>nd</sup> by Kreten, and carried unanimously.

Public input was invited. No members of the public were in attendance.

**Motion** to approve the minutes of the March meeting was made by Heideman, 2<sup>nd</sup> by Kreten and carried unanimously.

The monthly bill statement was reviewed.

**Motion** to approve the Financial Report was made by Challoner, 2<sup>nd</sup> by Renner and carried unanimously.

**Communications & Reports:**

Discussed a letter from ALA concerning the combination of two of their groups.

**South Central Library System report:**

Townsend reported the system has found a new location very close to the current location. The budget should be passed soon. Cut backs are possible and there will be no new hiring. Most libraries are reporting an increase in circulation. (See also Director's Report)

**Director's Report:**

- A. Circulation for March was 9930 (a record) compared to 7762 last year. We are up 19% over last year, which was a record year.
- B. PLAC met April 2<sup>nd</sup>. Big news is that SCLS administration will be staying in the same business park – just across the street in 2010. Administration and LINK will be in the same location. Technology planning continues and member libraries' responsibilities was discussed further at the annual meeting on April 17<sup>th</sup>. LINK met April 9<sup>th</sup>. The Koha (new system) contract has been signed (to the tune of about \$850,000) so now serious work on the migration of information can begin. LINK governance will be discussed at an all day workshop in Madison May 15<sup>th</sup>.
- C. Kids' Day had LOTS of kids! I think they were bused in from surrounding counties. Stephanie volunteered to man the booth with her husband. I was also there for a few hours.

- D. Louis LaPore (magician) entertained about 80 kids during National Library Week. There was a nice article in the Adams-Friendship County Times.
  - E. Summer programs are all set to go (see brochure)
  - F. Scrapbook materials are back from the Historical Society. Next? It was suggested that Dee Witcraft be contacted to see if she was still interested in working on the scrapbook.
  - G. No progress on the Friends of the Library poster.
  - H. Bonnie Schultz has resigned effective April 27<sup>th</sup> to take a part-time position with the Treasurer's Office. Barb Petkovsek & I discussed sharing Bonnie between the two departments but the Corp. Counsel nixed the idea. Sandra Wellumson will work most of Bonnie's hours.
  - I. The spring library conference is in the Dells next week.
- Motion** to approve attendance at the conference by Director Calef, Elkington and Taft if interested was made by Albrecht, 2<sup>nd</sup> by Heideman, and carried unanimously.

**Review Library Policies:**

The Personnel Policy will be tabled until May's meeting. Page 3 letter D is no longer correct. Changes will be coming to the meeting in May. Page 3 letter B was discussed. This section requires people be at least 18 years of age to acquire their own library card. A valid driver's license will provide the needed photo ID at age 16.

**Motion** to change B to read 16 years of age was made by Heideman, 2<sup>nd</sup> by Challoner and carried unanimously.

Page 4 letter D needs reworking – this amended policy will also be brought to the May meeting.

**Identify possible upcoming items for future meetings:**

- A. Review the Personnel Policy and compare it to the County's Personnel Policy.
- B. Review amended policies discussed at the April meeting

Adjourned at 1:30 p.m.

The next meeting will be held **Tuesday, May 26<sup>th</sup> at 1:00 p.m.** at the Adams County Library. (Note day change due to the Memorial Day holiday)

Respectfully submitted by Barb Albrecht, Secretary

## APRIL 2009 DIRECTOR'S REPORT

[illegible]

APRIL 2009 CASH INCOME REPORT

DATE	FINES	BK SALE	LIB CARDS	PASSTHRUS (NON-INCOME)	FEES (fax, postage etc)	LOST/DMG	DONATIONS (or GRANT)	COPIES	TOTAL
1	14.00	3.50	2.00		8.00		0.50	10.25	38.25
2	1.20	3.00	2.00					10.75	16.95
3	4.90	23.40	4.00			23.00	1.00	31.75	88.05
4	5.30		2.00					1.00	8.30
5	0.00							0.00	0.00
6	22.85	0.50		-40.00	2.67	3.00	0.10	31.00	20.12
7	5.00	1.50			3.00		0.50	16.25	26.25
8	7.05	0.50	6.00			25.00		7.00	45.55
9	5.35							8.50	13.85
10	0.00							0.00	0.00
11	0.00							0.00	0.00
12	0.00							0.00	0.00
13	13.15	0.25	4.00		2.00		0.50	22.70	42.60
14	13.75				8.00			79.15	100.90
15	13.70	4.25	8.00		0.25	22.00	0.05	28.00	76.25
16	7.50	1.00			200.50		0.10	11.75	220.85
17	5.00	2.00			27.00	12.00		17.85	63.85
18	3.50	2.00			4.00			14.25	23.75
19	0.00							0.00	0.00
20	13.30	0.50			25.25	25.00	0.40	20.25	84.70
21	18.60	1.00	4.00					23.00	46.60
22	2.90				5.50		1.40	25.30	35.10
23	15.33	11.68			4.00		1.03	6.25	38.29
24	8.10	1.00			6.00			14.75	29.85
25	4.40	6.00	2.00					1.50	13.90
26	0.00							0.00	0.00
27	25.90	4.00			2.00			56.05	87.95
28	10.40	4.00			8.00			17.25	39.65
29	25.20	28.00			3.00		1.00	17.75	74.95
30	0.70	5.00		-40.00	3.00			4.75	-26.55
31	0.00							0.00	0.00
<b>TOTAL</b>	<b>247.08</b>	<b>103.08</b>	<b>34.00</b>	<b>-80.00</b>	<b>312.17</b>	<b>110.00</b>	<b>6.58</b>	<b>477.05</b>	<b>1209.96</b>



## P132

NO OTHER ACTIVITY THIS MONTH

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
FULL COMMISSION  
February 4, 2009

---

ROLL CALL

MEMBERS PRESENT:

MARILYN BHEND  
GEORGE BORNEMANN  
BOB EGAN  
FRED CAMACHO  
TOM HAFFERMAN  
ERHARD HUETTL  
RON JACOBSON  
DONALD KRAHN  
MAURICE MATHEWS  
PAUL MILLAN  
BETTYE NALL  
RON NYE  
THOMAS RICK  
PAUL SCHUMAN  
EDMUND WAFLE  
DOUG WILLIAMS

MEMBERS NOT PRESENT:

GLEN LICITAR  
ROBERT LUSSOW  
WILBUR PETROSKEY  
HELM MEHUS  
THOMAS RUDOLPH

STAFF PRESENT:

DARRYL LANDEAU  
DENNIS LAWRENCE  
BERNIE LEWIS  
MATT SCHREIBER

GUESTS PRESENT:

BARKLEY ANDERSON, Interim  
Administrator for the Village of Edgar

JEFF GATES, Administrator  
for City of Mosinee

PAUL KNUTH, Northern Field  
Representative for U.S. Representative  
Steve Kagen

1.) CALL TO ORDER:

MR. HUETTTL called the meeting to order at 10:30 A.M., in the Bayberry Room at the Midway Hotel & Hoffman House. Roll call was as presented on page one.

2.) AUDIENCE COMMENT:

MR. HUETTTL welcomed everyone, and for the new members and guests present, asked everyone to introduce themselves and indicate what county they represented.

3.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE AGENDA AS MAILED:

MR. HUETTTL asked if there were any additions or corrections to the Agenda as mailed. There being none, a motion was made to approve the Agenda as mailed by MR. MATHEWS and seconded by MR. KRAHN. Motion carried.

4.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE NOVEMBER 5, 2008 COMMISSION MEETING:

MR. HUETTTL asked if there were any additions or corrections to the Minutes as mailed. There being none, MS. BHEND made a motion to approve the Minutes and MR. BORNEMANN seconded this motion. Motion carried.

5.) BUSINESS & DISCUSSION:

5.1 CHAIRPERSON'S REPORT:

MR. HUETTTL stated that the federal economic stimulus funding is in the works and counties were very much in need of this funding and anxiously waiting for word of this program and looked forward to the discussion later in the meeting.

5.2 EXECUTIVE DIRECTOR'S REPORT:

MR. LAWRENCE reported that 2008 was a good year both operationally and financially for the NCWRPC. He stated that the auditor's initial report was that all appears to be in good order for the NCWRPC and the NCWDC. At the next meeting the final audit report will be available for review, and the auditor will provide an overview of their findings and answer any questions.

MR. LAWRENCE updated the Commissioners on the on-going efforts to increase membership. He announced that Vilas County had become members

of the Commission effective January 1, 2009. He had also had met with the Marathon County Towns Association discussing membership. Currently, Marathon County is reimbursing half the cost of membership to new and current members in Marathon County.

MR. LAWRENCE also presented a handout entitled the Wisconsin Scenic Byways Program that is administered through the WisDOT. This might be a possible future work item for the Commission.

5.3 FEDERAL ECONOMIC STIMULUS OVERVIEW:

MR. LAWRENCE presented an overview of the federal stimulus process as outlined in the American Recovery and Reinvestment Act (ARRA). The House of Representatives did pass this bill and the Senate is still working on this, sometime soon it will make it to the President's desk and the money will start to flow. A copy was provided for review, as well as a letter from Governor Doyle regarding the projects submitted by the NCWRPC for federal economic stimulus funding.

Funding will likely flow through existing state and federal programs and the normal application process will need to be followed. He went on to state that the list of projects submitted by communities showed the demand for funds needed. It's expected that projects will need to be submitted individually to be considered for funding.

5.4 STIMULUS PROJECTS IDENTIFIED & RANKING:

MR. HUETTL introduced MATT SCHREIBER, the new economic development planner who is working with the stimulus program. MR. SCHREIBER presented a Stimulus Review Criteria handout that will be used to prioritize projects submitted to NCWRPC as part of the 2009 Stimulus Funding process. He highlighted the seven criteria areas for each county as follows: Unemployment, Per Capita Income, Listed in the CEDS; Project Readiness, Number of Jobs Created, Cost Per Job, and Project Category. MR. SCHREIBER stated that 151 projects were received totaling approximately \$350,000,000 in funding requests.

This rating process, although applied to all projects, will be utilized to rank EDA related projects. These will then be incorporated into the CEDS document for adoption in April.

5.5 2008 TRANSPORTATION WORK PROGRAM OVERVIEW:

MR. LANDEAU presented an overview of projects completed for the Commission's Transportation Program for 2008. These projects were as follows: County Level Coordinated Transit Plans; Local Road Improvement

Plans; Traffic Counts for the Towns of Cassian and Rolling; Safe Routes to School for City of Antigo and City of Wisconsin Rapids; Transportation Enhancements for City of Rhinelander; and Comprehensive Planning for Langlade County as well as for numerous city, villages and towns that are either completed or in progress.

5.6 RESOLUTION 2009-1: 2009 DOT Work Program Review & Adoption:

MR. LANDEAU presented a 2009 Rural Transportation Planning Work Program and highlighted the three sections, Work Elements, Budget Summary, and Activity Schedule of this program. He also presented the 2009-2010 Fee Schedule for the various services the NCWRPC provides. He stated that a Resolution was needed to accept this program.

MR. BORNEMANN made a motion to approve RESOLUTION 2009-1 Adopting Annual Transportation Work Program, and MR. KRAHN seconded this. Motion carried.

5.7 COMMISSION MEETING SCHEDULE DISCUSSION:

The next meeting was set for Wednesday, April 29<sup>th</sup>, 2009.

5.8 OTHER

MR. HUETTL asked if there was any other business. There was none.

6.) ADJOURNMENT:

A motion was made by MS. NALL adjourn the meeting, and MR. WAFLE seconded this motion. All were in favor.

A lunch was served following the meeting.

---

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Minutes Approved on \_\_\_\_\_

\_\_\_\_\_  
Chair, Vice-Chair, or Secretary-Treasurer

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE

MEETING: April 1, 2009 at 9:00 A.M.

ROOM A260 – COURTHOUSE

FRIENDSHIP, WISCONSIN

At 9:00 A.M. Chairman Glenn Licitar called the Adams County Planning & Development Committee meeting to order with the following members present: Joanne Sumpter, Vice-Chair; Terry James, Secretary; Sylvia Breene; Mike Keckeisen and Joe Stuchlak. Richard Colby was excused. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary and Greg Rhinehart, County Surveyor. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings: Ronald L. & Debra M. Kowalewsky – Rezoning request of a five (5) acre parcel from an R-2 Rural Residential District to an R-1 Single Family Residential District of the Adams County Comprehensive Zoning Ordinance to build a home on property located in the NE ¼, NW ¼, Section 1, Township 15 North, Range 6 East, Lot 1 of CSM 2022 on Fawn Avenue, Town of Springville, Adams County, Wisconsin. Mike Keckeisen made a motion to recommend denial of the zoning change, on the above described property and forward that recommendation to the County Board for final action, stating there is room to place the residence on the property without reducing the setback to the side lot lines by rezoning. Joe Stuchlak seconded the motion. Roll Call Vote: 4-Yes. 2-No. 1-Absent. (Colby) Motion to deny carried. William R. Hill – Rezoning request of a forty (40) acre parcel from an A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to split the parcel on property located in the NW ¼, SW ¼, Section 34, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin. Terry James made a motion to recommend enactment of the zoning change on the above described property, and forward that recommendation to the County Board for final action. Joanne Sumpter seconded the motion. Roll call vote: 6-Yes. 1-Absent. (Colby) Motion carried. Dale L. & Sheilia L. Toltzmann – Rezoning request of a portion of a parcel (5 acres) from an A1-15 Exclusive Agriculture District to an R-3 Mobile Home Residential District of the Adams County Comprehensive Zoning Ordinance to allow a single wide manufactured home on property located in the E ½, SE ¼, SE ¼, Section 22, Township 17 North, Range 5 East, on County Road F, Town of Adams, Adams County, Wisconsin. Joe Stuchlak made a motion to recommend enactment of the zoning change on the above described property, and forward that recommendation to the County Board for final approval. Sylvia Breene seconded the motion. Roll call vote: 6-Yes. 1-Absent. (Colby) Motion carried.

Proposed Revisions to the Adams County Private Onsite Wastewater Treatment Systems Ordinance. Phil McLaughlin informed the Committee that the revisions to the Ordinance are long overdue. The Department of Commerce made revisions to the plumbing codes a couple years ago and the County revisions are to incorporate those code changes in our Ordinance for enforcement purposes. Joanne Sumpter made note that a correction should be made in the definition section under Section 2-2.23.

Jeff Krueger, County Sanitary Inspector joined the meeting at 10:05 A.M. Phil McLaughlin stated that the Ordinance has been reviewed by Roman Kaminski, Program Manager with the Department of Commerce and Jack Albert, County Corporation Counsel. He then directed questions pertaining to the Ordinance revisions to Mr. Krueger for clarification. Discussion was held.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
APRIL 1, 2009  
PAGE #2

In regards to the mandatory management and maintenance program, Mr. McLaughlin informed the Committee that he may be able to enlist the help of eligible youth whose wages are paid by the Workforce Investment Act Fund to help defray the cost of a State mandated waste treatment system inventory for the entire County. Discussion followed.

Joanne Sumpter made a motion to recommend enactment of the Adams County Private Onsite Wastewater Treatment Systems Ordinance and forward that recommendation to the County Board for final action. All in favor. Motion carried.

Business Portion:

Joanne Sumpter made a motion to approve the agenda. Joe Stuchlak seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented the minutes from the March 4, 2009 Planning & Development meeting to the Committee for review and approval. Joe Stuchlak made a motion to approve the minutes as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Greg Rhinehart, County Surveyor, presented the Surveyor's report for the month of March to the Committee for review and approval. Mike Keckeisen made a motion to approve the Surveyor's report as presented. Terry James seconded the motion. All in favor. Motion carried.

Department updates: Mr. McLaughlin informed the Committee that Inspector Mike Edwards gave notice that he will be retiring in June of 2009. Discussion followed as to the options open to the department. Under the direction of the Committee, Mr. McLaughlin was instructed to immediately start the hiring process to replace Mr. Edwards.

Phil McLaughlin presented the Financial Report for February and the Comp Time Report to the Committee for review. Terry James made a motion to approve the Financial Report and Comp Time Report as presented. Joe Stuchlak seconded the motion. All in favor. Motion carried.

Correspondence: Mr. McLaughlin informed the Committee that he has received correspondence that a Plat for the Town of Rome Spring Branch Cemetery Addition will be presented at the May 2009 Planning & Development Committee meeting.

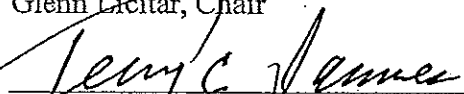
Public Participation: Chris Murphy, Land & Water Conservation Department requested that the Committee adopt a policy addressing beaches under the Shoreland Protection Ordinance. The Committee's consensus was that as a general rule, beaches would need to be in the view corridor. The Committee instructed Mr. Murphy to include discussion and possible action on a Policy Statement for beaches to the agenda for the April 13, 2009 Planning & Development Committee meeting.

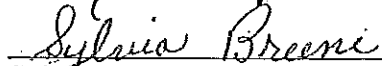
ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
APRIL 1, 2009  
PAGE #3

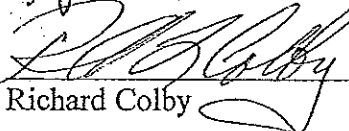
Terry James made a motion to adjourn until the next regularly scheduled meeting on May 6, 2009.  
Mike Keckeisen seconded the motion. All in favor. Motion carried.

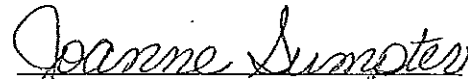
ADJOURNED: 11:19 A.M.

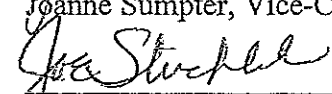
  
Glenn Lichtar, Chair

  
Terry James, Secretary

  
Sylvia Breene

  
Richard Colby

  
Joanne Sumpter, Vice-Chair

  
Joe Stuchlak

Mike Keckeisen

  
Cathy Allen, Recording Secretary



## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

DATE: April 13, 2009

TIME: 9:00a.m.

PLACE: Room A231

**Present:** All members were present.

**Call to Order:** Chair Licitar called the meeting to order at 9:04 a.m.

**Was the meeting properly announced?** Yes

**Approve Agenda:** Motion by Sumpter and seconded by Breene to approve the twice amended agenda. Motion passed unanimously.

**Approval of Minutes:** Motion by Stuchlak and seconded by Keckeisen to approve the minutes of the March 9, 2009 Planning & Development Committee meeting. Motion passed unanimously.

**Register of Deeds:** Report placed on hold until Helgeson was present.

**Shoreland Protection Ordinance access/view corridors:** Phil McLaughlin joined the meeting to discuss the policy on placement of beaches in access/view corridors.

Sumpter was excused at 9:19 a.m.

**Easton Dam Update:** Discussion occurred regarding dredging. The dam drawings are complete, but Ayres Associates must meet with the Army Corp. of Engineers to finalize them.

**Hydroelectric Production Grants:** Patrick Gatterman presented the committee with information about Steinbine, a company working with hydroelectricity production. He raised the idea to lease out the dams to Steinbine who may be receiving stimulus money. Communication from Sen. Julie Lassa's office stated that there was no stimulus money for Easton Dam. Gatterman stated that hydro can be retrofitted to all of the dams without reconstruction. Motion by Keckeisen and seconded by Stuchlak to contact Steinbine to move forward with putting hydro on all County Dams. Motion passed unanimously.

**Wildlife Abatement and Claims Program:** No Report

**WDNR:** No Report

**NRCS:** Michelle Komiskey updated the committee on the activities in the Westfield NRCS office.

**Central Wisconsin Windshed Partners:** No Report. Next meeting was April 20<sup>th</sup>.

**NLWCA:** No Report

**RC&D Golden Sands:** Stuchlak and Evans reported that there is a long list of stimulus grant projects including Big Spring & Easton.

**USDA:** Colby reported. Next meeting was April 14<sup>th</sup>.

**Tree & Shrub Sale:** Brownell reported on the standings from the 2009 pre-orders. A final 2009 report will be given at the regular May meeting.

Motion by Keckeisen and seconded by James to return to the Shoreland Protection Ordinance item on the agenda. Motion passed unanimously.

**Shoreland Protection Ordinance access/view corridors:** Motion by Keckeisen and seconded by James to have Adams County Planning & Zoning adopt the annotation as presented by Phil McLaughlin. Motion passed unanimously.

Motion by Keckeisen and seconded by Stuchlak to take a short recess at 10:29 a.m. Motion passed unanimously.

Chair Licitar called the meeting back to order at 10:44 a.m. Sumpter returned to the meeting at 10:44 a.m.

**Register of Deeds:** Helgeson reported on office activities.

**Lake Level Monitors:** James expressed concerns on the new monitors and their reporting. Discussion occurred.

**Status of Conservation Engineering Technician Position:** Interviews will be held on April 21<sup>st</sup>. Received 16 applications, 5 applicants being interviewed by Chris Murphy, Patrick Gatterman, and Jane Gervais.

**SWRMP 2009 Allocation Policy:** Sibilsky reviewed the policy with the committee. Motion by Sumpter and seconded by Breene to adopt the policy as presented. Motion passed unanimously.

**White Creek Silt Issue:** Stuchlak stated that Chuck Pheiffer complained of the amount of silt at the White Creek Dam. He suspected it was from the dewatering of Easton Dam. It's now in DNR's hands and nothing will be done currently. Pheiffer was instructed to repair the dam, but no action has been taken by him. Question was raised if it will be possible to prove that silt was caused by dewatering, if needed.

**Dave Foss Property Acquisition:** Stuchlak reviewed the proposal that Dave Foss presented for the negotiation of his Easton parcel(s) involved in the Easton Lake reconstruction. The committee requested to have the variance placed on the Planning & Zoning agenda.

**LWRMP:** Murphy reported that the plan has been revised to emphasize Nutrient Management. Motion by Keckeisen and seconded by Sumpter to approve the plan as presented. Motion passed unanimously.

**LWC Staff:** Murphy presented the committee with a resolution to apply for a Lake Classification Grant from the WDNR for \$25,000 per year (1,040 hours) to work on the Shoreland Protection Ordinance. Motion by Keckeisen and seconded by Stuchlak to approve with corrections. Colby voted no, all others yes. Motion passed.

**Cost-Sharing Contracts:** Sibilsky presented contracts for Byers – Stormwater Runoff, Crystalbrook Woods – Streambank Restoration, Castle Rock Flowage – Lake Protection (rip rap), and Petenwell Flowage – Lake Protection (rip rap). Motion by Colby and seconded by Keckeisen to approve the contracts presented. Motion passed unanimously.

**Travel & Training requests:** None

**Communications:** Evans presented communications regarding Blue-Green Algae and discussed the Critical Habitat Meeting with the committee. Murphy presented communications from Sen. Julie Lassa and DATCP. The committee requested that another meeting be set with Sen. Julie Lassa. Barb Petkovsek informed the committee that the Premier Resort Tax is at a standstill. Murphy asked permission to utilize the Youth Employment Program, and was instructed to move forward. He also presented communications from his County Conservationist Meeting including a DATCP report, NRCS report, and Working Lands Initiative communication.

**May Items:**

- Dave Foss Property Acquisition
- Final Tree & Shrub Report
- Staff Reports

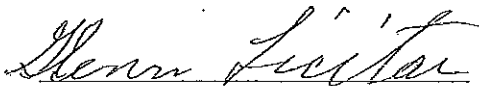
**Financial Reports Memo:** Petkovsek responded in writing in March, but recapped her response in person. She stated that the carryover resolution would be taken to County Board.

**Natural Resources Account & Animal Waste Storage Account:** The committee requested a joint meeting with the Finance committee, separate from the regular meeting.

**Next meeting:**

Regular Meeting – Monday, May 11 at 9:00 a.m.

Motion by James and seconded by Stuchlak to adjourn at 12:49 p.m. Motion passed unanimously.



Submitted by:

Glenn Licitar

Planning & Development Committee Chair

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE

MEETING: May 6, 2009 at 9:00 A.M.

ROOM A260 – COURTHOUSE

FRIENDSHIP, WISCONSIN

At 9:00 A.M. Chairman Glenn Licitar called the Adams County Planning & Development Committee meeting to order with the following members present: Joanne Sumpter, Vice-Chair; Terry James, Secretary; Sylvia Breene; Richard Colby and Joe Stuchlak. Mike Keckeisen was excused. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary and Greg Rhinehart, County Surveyor. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings: Christina J. Rice – Rezoning request of a 17.12 acre and a 16.39 acre parcel from an A1-15 Exclusive Agriculture District to an A-3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to split the parcels on property located in the NW ¼, NW ¼, & the SW ¼, NW ¼, of Section 16, Township 14 North, Range 6 East, at 3823 County Road Q, Town of Dell Prairie, Adams County, Wisconsin. Richard Colby made a motion to recommend enactment of the zoning change, on the above described property and forward that recommendation to the County Board for final action. Joe Stuchlak seconded the motion. Roll Call Vote: 6-Yes. 1-Excused. (Keckeisen) Motion carried. Florence Jensen (LE) – Rezoning request of a 37.64 acre parcel from an A-1 District to an A-3 District of the Adams County Comprehensive Zoning Ordinance to sell a portion of the property located in the NW ¼, NW ¼, Section 19, Township 18 North, Range 6 East at 1616 14<sup>th</sup> Avenue, Town of Preston, Adams County, Wisconsin. After some discussion and petitioners agreement, Joanne Sumpter made a motion to table the request until June and re-notice the hearing (at no cost to the petitioner) with a request for a rezoning of 2.64 acres to R1 Large Lot with the remainder of at least 35 acres to stay A1. Terry James seconded the motion. All in favor. Motion carried. Paul E. Prill – Conditional Use Permit request under Section 5-6.03 of the Adams County Comprehensive Zoning Ordinance to replace a single wide manufactured home with a 1998 14' x 70' manufactured home on property located in the NE ¼, NW ¼, Section 13, Township 15 North, Range 6 East, Lot HH of CSM 443 at 759 Fish Court, Town of Springville, Adams County, Wisconsin. Joe Stuchlak made a motion to grant the Conditional Use Permit for the described property. Terry James seconded the motion. Roll Call Vote: 6-yes. 1- Excused. Motion carried. Robert G. Romell – Rezoning request of a portion of a parcel (approx ½ acre) from an A1 Exclusive Agriculture District to an R-1 Single Family Residential District of the Adams County Comprehensive Zoning Ordinance on property located in the SE ¼, SE ¼, Section 18, Township 16 North, Range 6 East, Town of Easton, Adams County, Wisconsin. (Note: This ½ acre will be surveyed into the adjoining property to allow a sanitary system for the existing dwelling) Joe Stuchlak made a motion to recommend enactment of the zoning change on the above described property, and forward that recommendation to the County Board for final approval. Sylvia Breene seconded the motion. Roll call vote: 6-Yes. 1-Excused. (Keckeisen) Motion carried. James A. Foth – Rezoning request of a 17 acre parcel from an A1-15 Exclusive Agriculture District to an A-3 Secondary Agriculture District (5 acres) and an R-3 Mobile Home Residential District (12 acres) with a residential driveway through a Conservancy area to allow the property to be split and build a new home and garage on property located in the NW ¼, NW ¼, Section 21, Township 18 North, Range 6 East, Lot 1 of CSM 4419 at 1622 11<sup>th</sup> Avenue, Town of Preston, Adams County, Wisconsin. In keeping with the Town of Preston Board and Planning Committee, Joe Stuchlak made a motion to amend the request and rezone all 17 acres to an A3 Secondary Agricultural

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
MAY 6, 2009  
PAGE #2

District, and recommend enactment of the amended zoning change on the above described property, and forward that recommendation to the County Board for final approval. Joanne Sumpter seconded the motion. Roll call vote: 6-Yes. 1-Excused. (Keckeisen) Motion carried. Bruce D. & Jody L. Duellman – Rezoning request of a portion of a parcel (1 acre) from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Protection Ordinance to allow for a building site on property located in the SE ¼, NE ¼, & the NE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lot 1 of CSM 5126, Town of Leola, Adams County, Wisconsin. Terry James made a motion to table the request until June for submittal of the required Inventory Checklist. Joe Stuchlak seconded the motion. All in favor. Motion carried.

Chairman Licitar closed the Public Hearing portion of the meeting.

**Business Portion:**

Chairman Licitar asked if this meeting had been properly announced. Phil McLaughlin stated that it was.

Joanne Sumpter made a motion to approve the agenda. Sylvia seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented the minutes from the April 1, 2009 Planning & Development meeting to the Committee for review and approval. Terry James made a motion to approve the minutes as presented. Joe Stuchlak seconded the motion. All in favor. Motion carried.

Greg Rhinehart, County Surveyor, presented the Surveyor's report for the month of April to the Committee for review and approval. Terry James made a motion to approve the Surveyor's report as presented. Joanne Sumpter seconded the motion. All in favor. Motion carried.

Discussion of Spring Branch Cemetery Addition Plat. Richard Colby made a motion to recommend approve the Plat and forward that recommendation to the County Board for final approval. All in favor. Motion carried.

Joanne Sumpter made a motion for the Committee to do a site visit for the Conservancy rezoning request from Bruce and Jody Duellman in the Town of Leola. Discussion was held. When there was no second, Joanne Sumpter withdrew her motion.

Chris Murphy joined the meeting.

Discussion was held regarding Dave Foss's Easton Lake property proposal. The Committee directed Chris Murphy to draft a letter to Mr. Foss indicating that it is the consensus of the Committee to do nothing at this time.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
May 6, 2009  
PAGE #3

Phil McLaughlin informed the Committee that between Corporation Counsel Jack Albert and himself, they had agreed that with the zoning map discrepancy regarding the Ronald Kowalewsky and Larry Myers properties, in particular Lots 1 & 2 of CSM 2022 located in the NE ¼, NW ¼, Section 1, Township 15 North, Range 6 East, Town of Springville, with Committee approval, Mr. McLaughlin could correct the error and change the zoning back from R2 to A3 without the Public Hearing process. Joe Stuchlak made a motion for Phil McLaughlin to correct the zoning map error from R2 to A3 for these two lots as indicated prior to the 2006 map amendment. Joanne Sumpter seconded the motion. All in favor. Motion carried.

Department updates: Mr. McLaughlin indicated that the office copy machine seems to be needing repair more often.

Phil McLaughlin presented the Financial Report for March and the Comp Time Report to the Committee for review. Terry James made a motion to approve the Financial Report and Comp Time Report as presented. Richard Colby seconded the motion. All in favor. Motion carried.

Correspondence: None.

Public Participation: None.

Terry James made a motion to adjourn until the next regularly scheduled meeting on June 3, 2009. Joanne Sumpter seconded the motion. All in favor. Motion carried.

ADJOURNED: 12:25 P.M.

---

Glenn Licitar, Chair

---

Joanne Sumpter, Vice-Chair

---

Terry James, Secretary

---

Joe Stuchlak

---

Sylvia Breene

---

Mike Keckeisen

---

Richard Colby

---

  
Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

**ADAMS COUNTY PROPERTY COMMITTEE**  
**Thursday, April 9, 2009 9:00 a.m.**  
**Room A260, Courthouse, Friendship, WI 53934**

**CALL MEETING TO ORDER:** Chairman Dehm low called the meeting to order at 9:05 a.m.

**WAS THE MEETING PROPERLY NOTICED?** Yes

**ROLL CALL:**

**Present:** Supervisors Hartley, Babcock, Dehm low and Kirs en lohr

**Excused:** Supervisor Kotlowski

**Others present:** Barbara Petkovsek, Administrative Coordinator; Tracy Hamman, Maintenance Lead Worker; Al Sebastiani, County Board Chairman; Jane Grabarski, Emergency Management Director; MaryAnn Bays, County Treasurer; Cindy Phillippi, County Clerk; Dave July, Chief Deputy; Darrell Renner, Sheriff; Chuck Price, Director H&HS; Mike Scott, Airport Manager

**Approve the Agenda** – Motion by Hartley seconded by Kirs en lohr to approve the agenda as printed. Voice vote. Motion carried.

**Approve Minutes** – Motion by Kirs en lohr seconded by Hatley to approve the February 13, 2009 minutes as printed. Voice vote. Motion carried.

**Public Participation on Agenda Items** – There was no public participation.

**Quarterly Report from Mike Scott – Airport** – Mike Scott appeared before the committee and highlighted the following items:

- He is watching for opportunities for the airport in the stimulus package
- The next 6 year airport improvement plan is being prepared – this ensures that the airport continues to be eligible for Airport Improvement Program Funds which have been \$150,000 per year
- The 6 year plan includes replacement of the floor in the snow removal equipment building, crack seal all asphalt surfaces, rotating the beacon and a plan to lengthen the runway
- Also being considered is closing the Deerborne access and have access only from 11<sup>th</sup> avenue – this would provide greater security

Motion by Kirs en lohr seconded by Babcock to accept the airport report. Voice vote. Motion carried.

Motion by Babcock seconded by Hartley to deviate from the agenda until Aegis representatives arrive. Voice vote. Motion carried.

**Review preliminary agreement updates with fair board/old farmers antique club** – committee reviewed the draft agreements and concurred that the agreements be forwarded to the fair board and old farmers antique club and to place on the next agenda for action.

**Report from Aegis – open liability claims – policy coverage** – Dave Bisek, Karen Flynn and Jon Dominski represented Aegis Corporation to give the committee an update on the Liability Summary Report for Adams County for 1989 – YTD 2009. The report covered claims and trends since Adams County purchased liability insurance through the Wisconsin County Mutual

Insurance Corporation. They also answered several questions posed by the committee and department heads. (Reports on file in the office of the Administrative Coordinator)  
Dave Bisek informed the committee of items in the Governor's budget that would have significant impact on the county liability insurance. Committee concurred that the County Board Chairman should sponsor the resolution opposing the Governor's proposed changes to insurance laws and 2009 Senate Bill 20 and they would support the resolution.

Motion by Hartley seconded by Kirslenlohr for a short recess. Voice vote. Motion carried.

Supervisor Dehmlow excused when committee reconvened. Vice Chairman Babcock chaired the meeting.

Supervisor Dehmlow returned and continued to chair the meeting.

**Progress Report on building/space needs study** – Barbara Petkovsek reported that the on-site visits were completed and Ayres would be ready to report to the committee the week of May 11<sup>th</sup>. Committee will meet on May 12<sup>th</sup> and have Ayres present the report at 11:00 a.m. Department Heads should be invited to the meeting to hear the report.

**Update on maintenance items -- Tracy Hamman-** Tracy Hamman reported on the following items:

- He is concerned about the budget as several things have already surfaced this year – 2 furnaces at H&HS, hot water heater in the law enforcement area. The affects of age on buildings will likely continue to have unforeseen issues that need attention. If there are additional items that create an actual shortfall, property and finance committees will be notified.
- Information provided regarding quotes to repair the facia on the Community Center. Committee will meet on April 21<sup>st</sup> at 5:30 p.m. to take action on repairing the facia.
- Tracy read a letter from Joe Lalley regarding the level of carbon dioxide in the H&HS building. He has presented the report for Ayres to consider in their evaluation of the building.
- Some of the VAV's (50 controls) have been repaired and more may need to be done. Tracy will contact Focus on Energy to see if there is any assistance available.
- He also reported that the parking lots need to be crack sealed and the small outbuilding across the street from the courthouse needs to be demolished.

**Set next meeting date and agenda items** – A meeting will be held on April 21 at 5:30 p.m. with the agenda to include accepting a quote for repairing the facia at the Community Center. The next regularly scheduled meeting will be on May 12<sup>th</sup> at 9:00 a.m. with the following agenda items: Leases with the fair board and old farmers antique club; old farmers antique club regarding possible building project; report from Ayres on building/space needs study.

Motion by Kirslenlohr seconded by Hartley to adjourn at 12:35 p.m. Voice vote. Motion carried.

Barbara Petkovsek, Recording Secretary

**Minutes are unofficial until approved by Committee**



**ADAMS COUNTY PROPERTY COMMITTEE**

**Tuesday, April 21, 2009 5:30 p.m.**

**Room A260, Courthouse, Friendship, WI 53934**

**CORRECTED**

**CALL MEETING TO ORDER:** Chairman Dehmloew called the meeting to order at 5:30 p.m.

**WAS THE MEETING PROPERLY NOTICED?** Yes

**ROLL CALL:**

**Present:** Supervisors Hartley, Kotlowski, Babcock, Dehmloew and Kirslenlohr

**Others present:** Barbara Petkovsek, Administrative Coordinator; Tracy Hamman, Maintenance Lead Worker

**Approve the Agenda** – Motion by Kotlowski seconded by Hartley to approve the agenda as printed. Voice vote. Motion carried.

**Approve Minutes** – No minutes presented for approval

**Public Participation on Agenda Items** – There was no public participation.

**Discuss and/or act on quotes to repair fascia at Community Center** – Committee reviewed quotes received from SAW Contracting for \$6,471; Binger Roofing and Siding, LLC for Option #1 for \$5,115 and for Option #2 for \$9,608; Gary Nigbor Construction for \$3,990.00 to repair the fascia at the Community Center. Motion by Babcock seconded by Hartley to accept the quote from SAW based the description of the work to be completed and the quote for materials and labor. Voice vote. Motion carried.

**Discuss and/or act on accepting donation of birdhouse to be placed at Community Center** – Motion by Kirslenlohr seconded by Hartley to accept the donation of a bluebird house from Richard Higby and to have Tracy Hamman put up a pole and hang the bird house by the community center. Voice vote. Motion carried.

**Discuss and/or act on contract for lawn care** – Tracy Hamman reported that the contractor that was providing lawn care for the courthouse and community center would be proposing an increase for the 2009 season. Committee instructed Tracy to get the information and to bring it to committee on May 12<sup>th</sup>.

**Discuss and/or act on contract for elevator inspection** – Tracy Hamman reported that the National Elevator Inspection Services proposed extending their contract with the county for 3 years for \$75 per inspection per car. Motion by Kotlowski seconded by Babcock to accept the 3 year proposal from National Elevator Inspection Services. Voice vote. Motion carried.

**Set next meeting date and agenda items** – Next meeting set for May 12 at 9:00 a.m.

**Next meeting agenda items** – Leases with fair board and old farmers antique club, old farmers antiques club building project, report from Ayres on building/space needs.

**Adjournment** – Motion by Babcock seconded by Kirslenlohr to adjourn at 5:52 p.m.. Voice vote. Motion carried.

Barbara Petkovsek, Recording Secretary

**Minutes are unofficial until approved by Committee**

PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING  
MINUTES APRIL 8, 2009

DATE: April 8, 2009  
Adams County Courthouse

TIME: 9:00 a.m.  
400 Main Street

PLACE: A260  
Friendship, WI 53934

MEMBERS PRESENT: Florence Johnson, Cynthia Loken, Jerry Kotlowski, Terry James

EXCUSED ABSENT: Al Sebastiani

OTHERS PRESENT: Sheriff Renner, Chief July, Captain Beckman, Deb Barnes, Dee Helmrick, Terry Warner, Jane Grabarski, Joanne Sumpter, Shirli Suchomel

1. Call to Order – At 9:00 a.m. Acting Chair Loken called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: Johnson, Loken, Kotlowski, James present. Sebastiani excused absent.
4. Approve the Agenda – **MOTION** by James/Kotlowski to approve the April 8, 2009, meeting agenda. MC/Unan.
5. **MOTION** by Kotlowski/James to approve the minutes from March 11, 2008, Public Safety & Judiciary Committee meeting. MC/Unan.

**Coroner's Report** – The coroner was not present, and submitted a packet to Committee. Per the report, 18 deaths and one autopsy happened in March. Information concerning three training sessions was in the packet with no explanation or request to attend. **MOTION** by James/Kotlowski to deny any convention requests without further information. MC/Unan.

**Family Court Commissioner** – Dennis McFarlin was not present.

**Child Support** – Deb Barnes invited Committee to come and tour her office as time allows. She reported that no structural changes were possible with the reinstated Federal match on performance funds that are now available. She wanted to renovate the office in order to move two of her workers into their own office space. Her Performance Measures and Check Summary reports were in Committee's mailboxes; \$27,899.00 is available over the original budget but it is first to be spent and then reimbursed. At the Stevens Point meeting she learned that the ARRA money for a centralized child support call center failed over the issue of sustainability. Regional call centers can be established by contracted agreement. It will be suggested to the Bureau of Child Support that they investigate the possibility of overhauling the KDIS system that is currently in use. It was proposed that agencies be allowed to adjust child support orders without going to court, with time to request a hearing for due process. Genetic testing has rendered paternity trials obsolete and the idea has been proposed that agencies be allowed to file Voluntary Paternity Acknowledgements based on the genetic test results. The parties would receive notice to the right to contest, giving them due process. Ideas for extra Federal funding included paying extradition costs for criminal non-support, contracting for paper shredding services, a kiosk computer for public use, overtime for workers, and revising school curriculum to include the perils of child support. Deb reported that Tori and Janet have already done school presentations locally and they were well received. The Director's Dialog May 14 and 15 in Stevens Point was budgeted. It is a two-day conference with a registration fee of \$35.00, and one night's hotel stay. Scanning Index system's scanner is not yet available but it should have arrived last Friday. Scanning will open space in the office when court orders and documents are scanned for computer access and non-current files can be stored elsewhere. A Resolution recognizing April as Sexual Assault Awareness month was on the table for Committee approval. Corp Counsel and the Administrative Coordinator already approved it. **MOTION** by James/Kotlowski to approve the Resolution making April 2009 National Sexual Assault Awareness Month in Adams County. MC/Unan. Barnes reported a vacant secretary's position that she wanted to post and fill. Corp Counsel and Administrative

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING**  
**MINUTES APRIL 8, 2009**

Coordinator have already signed the approval which was pending Committee's approval. This position qualifies for extra Federal funding and is already budgeted for. Barnes also budgeted on-call wage and some overtime for existing staff. **MOTION** by James/Johnson to approve posting the open position in Child Support. MC/Unan.

**Clerk of Circuit Court** – Dee Helmrick's Check Summary and Community Service Report was given to Committee along with the District Attorney's packet. Dee reported a district meeting April 17 which was in her budget for herself and one deputy on Collections. No overtime will be required for this meeting. Community Service is going well and is strictly enforced. One deputy clerk is taking six weeks medical leave and some overtime will occur because of it. A draft application for Summer Youth Employment Program was in Committee's packet. Helmrick wants to get whole closed criminal case files copied, as ruling states paper documents can be destroyed once scanned. If scanned documents are retrievable in readable form they are considered originals. She wants a summer student to do this scanning. The equipment is provided by the State of Wisconsin. Helmrick will consult with the Administrative Coordinator to launch the project. She proposed a half-time position to share with another department such as the District Attorney, and stimulus funds might accept this proposed position. **MOTION** by James/Kotlowski that Helmrick and Admin. Coordinator proceed with further evaluation on this project and investigation, and if it qualifies for the stimulus package to proceed for financing. MC/Unan.

**Register in Probate** – The Payment to Vendors report was distributed to Committee. Warner reported collections were good in March. Postage will run short in the budget. The April conference at Kalahari in Wisconsin Dells will cost only a \$25.00 registration fee which was in the budget; all other costs are covered by CCIP. Warner informed Committee that a CHIPS action could go over budget because the county might have to appoint legal aid to each parent in addition to the guardian ad litem for the juvenile. She stated she and the judge will meet with finance to roll over monies left in the budget to go to Video Conferencing and get it to County Board for approval. If County Board approves, the project can move forward and hopefully by July the system will be in place. The maintenance contract will be \$5,000.00 after the first year's warranty. The May 13-15 Register in Probate conference registration fee of \$35.00 was budgeted.

**District Attorney** – Committee read the District Attorney's packet.

**Emergency Management** – Jane Grabarski reported that the communications system went live March 25; three towers' issues were resolved and are now working. Rome and Big Flats old paging system is in use until additional towers are in place. Juneau County wants a minimum of five Adams County people on the Hazmat Team. Juneau County will meet with fire chiefs May 25<sup>th</sup>, meeting in Rome to recruit. There is no signed contract as yet. Funding is in place to cover five years of a contract. The 2008 Emergency Planning Grant got unexpected money to cover up to 50% of salary and benefits for Grabarski's position. The 2009 EMPG Program of Work 1<sup>st</sup> half Schedule was submitted to the state with documentation and narrative. Skywarn Storm Spotter program trained 51 people. The no-cost Hazmat Rail awareness 8-hour class trained 23 people from five counties. Over 1,000 attended Kids Day where Grabarski had a booth with tornado awareness, fire station activities, and Hazmat board. She attended the Governor's Conference on Emergency Management concerning availability of foods to grocery stores, and grant possibilities. No conferences are scheduled in the near future. She gave her Check Summary report to Committee. The Community Development Block Grant listed five project sites. Grabarski wants to see all of the \$198,000.00 grant get used.

PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING  
MINUTES APRIL 8, 2009

**Sheriff's Department** – Sheriff Renner reported that two employees are on Family Leave. For squad changeovers the Highway Department is supplying numbers for the trunk of squad cars. He attended Kids Day and reported that Deputy Orlowski's K9 demonstration and Sgt. Wollin's squad car and equipment demonstration were well received. He stated the K9 is credited for 30 drug arrests and called that amazing. Sheriff stated he was impressed by the actions of a lost 5-year-old girl at Kids Day who came to him crying looking for her mother. He commended the mother on the girl seeking out law enforcement for help. Office Manager interviews will be held April 16, 2009. The radio station's new owners are seeking out ideas for Crimestoppers spots or law enforcement question-and-answer sessions on air. Animal Control Officer Ed Baron underwent minor surgery and has been off for several days. Animal complaints have been handled by the Sheriff's Department on a case-by-case basis.

Chief Deputy July stated the Animal Control Officer's job description was developed and approved by Corp Counsel, and he sought Committee's approval to advertise for three to four candidates to rotate one-week duty. Certification training will be held in September in Madison at \$500.00 per person. Ed stated he will continue in his position until the course is done, and then he will retire. **MOTION** by Johnson/James to allow the Sheriff's Department to advertise for on-call Humane Officer positions. MC/Unan. Cindy Loken will report this action to the Humane Society at their next meeting.

Chief had a COPS Grant Resolution and fiscal impact statement. The resolution was reviewed by Corp Counsel who approved it, to apply for the grant by the April 17, 2009, deadline. When the award is granted it will be presented to County Board for acceptance. Funding is calculated at entry level for salary and benefits only with the intent of filling the position of the person who will be promoted to Investigator. This will be a fourth Investigator who Sheriff stated is needed to handle the substantial amount of criminal activity in the county. The grant contains a 12-month obligation to keep the new person one year beyond the terms and funding of the grant. **MOTION** by James/Kotlowski to proceed with the Resolution approving application to receive a COPS grant for three years; if the county is eligible, bring it to County Board for final approval. MC/Unan. Chief sought Committee's approval to apply for all grant funding and suggested hiring a grant writer or contract for grant writing.

Monroe County's Inmate Contract was sent three weeks ago with no answer yet. The last follow-up was two weeks ago. The contract is for 2010 and Chief will review it with the Sheriff and Corp Counsel when it arrives from Monroe.

Committee asked if there is only one Recreation Officer. Sheriff responded that there is, and occasionally other deputies will ride along with him. He works closely with DNR personnel. Questions about investigator position and squad leasing followed.

Captain Beckman gave the March 2009 Jail revenue report: Huber figures were not available at meeting time. March total revenue was \$13,781.00 and year-to-date was \$67,258.57. He explained jail overtime with one employee on medical leave and recent training, with three to a shift. Maintenance committed to move an air conditioning duct into Pod, which averages 77 to 80 degrees right now, by the end of April. There were two car-deer accidents, one reportable and one not.

Supervisor Sumpter told Committee of her tour in the Huber dorms and of the shower problems. Budget monies were requested in 2007 for Huber shower repairs in 2008, and again in 2008 for 2009, but it was cut from the budget not to be done until 2010-2012. Jail Assessment money was used to repair pod showers for costs in excess of \$86,000.00, depleting the Jail Assessment account. Prime Coat quoted Captain a price of \$22,619.00 for all four Huber showers, with a contingency of an additional \$2,300.00

PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING  
MINUTES APRIL 8, 2009

for each shower if the floors needed repair. Prior bids had been in excess of \$40,000.00. Per Chief Deputy July the Director of Finance said it is possible to pay this from Jail Assessment this year. **MOTION** by James/Kotlowski to begin the process of fixing the Huber showers at an approximate cost of \$30,000.00, funds to come from Jail Assessment, as approved by Director of Finance. MC/Unan. Committee directed Captain to get the Requests for Proposals for the project and contract awarded as soon as possible. Chief Deputy July advised that December would be the best time for the project to be done, as inmate populations are low at that time of year.

Supervisor Sumpter also expressed concerns regarding the Nurse's Office and escape routes. Captain stated that several changes in the office had been completed, including the removal of the tub, and installation of several shelves. The Nurse has three ways to alert deputies to a violent situation—she has been provided a portable radio, the LYNKS panic button system, and an intercom to the Jail Pod. Additionally Jail Deputies will station themselves outside her office if a difficult inmate is being seen. Several deficiencies in the original design and architecture of the Jail were discussed.

The Voucher Summary was in Committee's packet. Supervisor Sumpter asked about the fire inspection schedule and Captain responded that one was done; they run yearly from June to June.

**MOTION** by James/Kotlowski to approve all vouchers as presented today. MC/Unan.

Break at 11:13 a.m. – 11:15 a.m.

**MOTION** by Kotlowski/Johnson to convene in closed session per Wis Stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Discuss personnel matters. Roll call vote: Johnson: Yes. James: Yes. Loken: Yes. Kotlowski: Yes. Meeting closed at 11:16 a.m. Captain Beckman and Shirli Suchomel left the room.

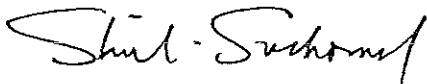
**MOTION** to reconvene in open session per Wis. Stat 19.85(2) to consider and vote on appropriate matters. Roll call vote: Johnson: Yes. James: Yes. Loken: Yes. Kotlowski: Yes. Meeting opened at 11:33 a.m.

Next meeting will be Wednesday, May 13, 2009, at 9:00 a.m. in Conference Room A260.

**MOTION** to adjourn by Johnson/Kotlowski. MC/Unan. Meeting ended at 11:34 a.m.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

*These minutes are not yet approved by Public Safety & Judiciary Committee (04/20/09)*



**Resources and Recreation Committee Meeting**  
**March 10, 2009 9:00 a.m.**  
**Courthouse Conference Room A231**

**Call to Order:** Meeting was called to order at 9:05 a.m. by Chairperson Dehmlow.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Fran Dehmlow, Gary Hartley, Joe Stuchlak, Dave Renner, and Glenn Licitar. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Tim and Lorie Hodkiewicz – Soccer and Little League Program Reps, Dave Dehmlow – Dehmlow Trucking, Todd Dolata – T & L Excavating, Darrin Johnson – WRPC, Clem Safranek – MSA, Tadd Wormet – AF Motors, Chuck Sibilsky – LWCD, Barb Petkovsek – Admin. Coord./DOF, and John Albert – Corporation Counsel.

**Approve Agenda:** Motion by Stuchlak/Licitar to approve the agenda as printed. Motion carried.

**Previous Minutes:** Motion by Renner/Stuchlak to approve the February 10, 2009, minutes as printed. Motion carried.

**Agenda Items:**

**Committee Recreation Report:** Renner inquired about an ATV trail segment in Strongs Prairie area – Coordinator reported he has no knowledge of this apparent private trail.

Licitar reported receiving a complaint on the user fee at Fawn Lake. Director reported a portapotty will be installed at Fawn Lake for the first time this season.

Renner inquired about Mason Lake, who owns what? Director reported the County owns the boat launch and Wagon Wheel Campground owners own ¾ of the parking lot. Wagon Wheel sells the seasonal user fee stickers for the Parks Department and retains 50 % of the revenues from their sales for the use of the parking lot.

**Correspondences:** None.

**Special User Requests:** Motion by Licitar/Hartley to approve the Dellwood Snowmobile Club's request to hold a pancake breakfast May 24, 2009, in the Castle Rock Park shelter building per Adams County Park Ordinance # 6-2008, Sec. 2.2. Motion carried.

**Public Participation:** None.

**Little League & Soccer League:** Mr. Hodkiewicz reviewed the soccer program for Committee. Motion by Stuchlak/Hartley to release \$1,000.00 to the Roche-A-Cri Little League and \$1,000.00 to the A-F Youth Summer Soccer as approved in the 2009 budget per County Board. Motion carried.

**Administrative Directive on Campgrounds Management:** Motion by Renner/Stuchlak to postpone to April agenda. Motion carried.

Motion by Hartley/Stuchlak to modify agenda order. Motion carried.

**Employee Status Report(s):** Outlying Caretaker will start beginning of April. Lifeguard positions will be available.

**Outlying Parks:** Park users that prefer to purchase a season pass vs. a day user pass will be able to request to purchase the sticker(s) at the outlying registration boxes by enclosing the money and filling out a form for pass(es) to be mailed to the purchaser. This is new for 2009 and makes for a more user friendly system for the general public.

**Expense Check Summary Report:** Reviewed by Committee. Renner requested the gas and electric line item be separated beginning with the 2010 budget. Director will discuss request with Admin. Coord.

**Castle Rock and Petenwell Park Riprap projects to include associated road repairs and opening and awarding bids at 10:00 a.m:** Director reported Petenwell Park is eligible for \$36,000.00 and Castle Rock Park is eligible for \$10,483.00 of State aid for the riprap projects at 75% cost-share – County has to pay 25% of the project costs for Petenwell and slightly higher for Castle Rock. Director read aloud bid ad that was publicized in the Adams County Times Reporter and stated the County does not have the necessary project permits yet. Project cannot begin till permits are received.

Motion by Renner/Stuchlak that a performance bond be required by the successful bidder before work may begin. Motion carried.

Dehmlow opened and read aloud the project bids.

A ten minute recess was taken.

Motion by Stuchlak/Renner to accept Dehmlow Trucking's bid of \$39,395.44 for Petenwell Park and \$19,918.50 for Castle Rock Park, to include extension of starting date. If Dehmlow Trucking does not accept the project will be awarded to the second lowest bidder. Roll call vote, all yes. Motion carried.

**Castle Rock Park Harbor of Refuge feasibility study proposal from MSA Professional Services:** Mr. Safranek reviewed the need and steps to be taken for the Castle Rock Harbor of Refuge feasibility study.

Motion by Renner/Hartley to approve MSA perform a feasibility study for the proposed Castle Rock Park Harbor of Refuge at a cost of \$85,000.00 - \$95,000.00, contingent upon the Parks Department securing funding for the project and Committee approval. Motion carried.

**Vehicle Replacements:** Mr. Wormet reviewed A-F Motors quotes and specs for two new trucks and plows purchased via municipal leases as the Department has done in the past. Director reported one new truck would go to Petenwell Park and the other for the Admin Office, the current Admin truck would go to Castle Rock Park. **Motion by Renner/Stuchlak to draft a Resolution to purchase the two proposed trucks and plows from A-F Motors via municipal leases and forward to County Board for approval. Motion carried.**

**Tourism/Sports Shows:** Director reported there are only two shows remaining for the winter/spring season.

**Trails Report:** Coordinator reported an Easton trail segment is closed to snowmobiling due to logging in the area. The County received the State Aid Agreement for the Wood County trail segment that Adams County is grooming.

Coordinator will be meeting with Plum Creek Timber Company Rep(s) to discuss the ATV trail(s) on Plum Creek properties. The lease is expired.

Coordinator reported the Hwy Z approach and 18<sup>th</sup> approach will be done by the Hwy Department.

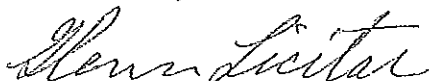
The \$3500 lease agreement for the trail segment in Monroe Center will be included in the 2010 state aid request.

**Future Agenda Items:** Castle Rock Park pulping project bids and Administrative Directive on Campgrounds Management.

**Next Meeting Date:** April 14, 9:00 a.m., A231.

**Adjourn:** Motion by Licitar/Stuchlak to adjourn at 11:58 a.m. Motion carried.

Submitted by,



Glenn Licitar  
Committee Secretary

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.  
These minutes have not been approved by the Resource and Recreation Committee

## Resource & Recreation Committee

### Minutes of Meeting

April 7, 2009 @ 9:00 AM

Adams County Community Center

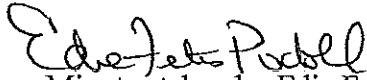
569 N. Cedar Street, Room 123

Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 9:00 AM, in Room 103, Adams County Community Center by Chair Dehmlow.
2. **Welcome:** Welcome to Tom Schmitz, UW-Extension Central District Director
3. **Roll Call:** Board Members: Stuchlak, Dehmlow, Hartley, Renner and Licitar. Agents present Genrich and Felts-Podoll. Swensen was excused.
4. **Was the Meeting Properly Announced:** Yes
5. **Agenda Approval:** Motion by Renner and Second by Hartley to approve agenda. Motion carried.
6. **Approve Minutes:** Motion by Renner Second by Stuchlak to accept minutes of the Resource & Recreation Committee of March 5, 2009 as presented. Motion carried.
7. **Public Participation:** None
8. **Extension Communication:** Tom Schmitz, Central District Director, was present. He discussed budgets at the state and federal level.
9. **Items for Action or Discussion:**
  - a) **Review Financial Statements for February 2009:** Committee reviewed and discussed. Check Summary for January was reviewed. Motion by Stuchlak Second by Hartley to accept financial reports.
  - b) **Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll and Approve Out-of-County Calendars –** Motion by Stuchlak Second by Licitar to place Monthly Reports on file and approve out of county travel for agents. Motion carried.
  - c) **Feedback from UW-Extension County Board Report:** Committee members indicated the staff “hit a home run” with our presentation. Suggested giving a presentation every other year.
  - d) **WACEC Annual Conference:** As soon as registration materials arrive they will be sent to committee members. Tom Schmitz indicated there will be a district breakfast at the conference in LaCrosse.
  - e) **5-County Workshop – “Putting Food On The Table:** A community hunger forum. Committee members were invited. When the date is closer we will ask for final numbers.
  - f) **Introduction to New Part-Time Employee:** Pat Johnson gave a brief background of her work history. She is the part-time clerk-typist for Agriculture.
10. **Set Next Meeting Date:** Motion by Stuchlak Second by Hartley to set May 5, 2009 at 9:00 a.m., in room 103 of the Adams County Community Center for the next meeting. Motion carried.
11. **Agenda Items for Next Meeting:**
  - Community Center Cleaning
  - Putting Food on the Table
  - WACEC State Meeting



12. Adjourn: Motion by Stuchlak and Second by Renner to adjourn until 9:00 a.m., May 5, 2009 at the Adams County Community Center. Motion carried. Meeting adjourned at 10:45 AM.



Minutes taken by Edie Felts-Podoll  
Family Living Educator  
UW-Extension, Adams County

---

Glenn Licitar, Committee Secretary

These minutes have not been approved by the Resource & Recreation Committee.

**Resources and Recreation Committee Meeting**  
**April 23, 2009 9:00 a.m.**  
**Courthouse Conference Room A231**

**Call to Order:** Meeting was called to order at 9:00 a.m. by Chairperson Dehmlow.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Committee Chairperson Fran Dehmlow, Gary Hartley, Joe Stuchlak, Dave Renner, and Glenn Licitar. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Al Sebastiani – County Board Chairman, Tadd Wormet – AF Motors, Barb Petkovsek – Admin. Coord./DOF, and Dave Dehmlow – Dehmlow Trucking.

**Approve Agenda:** Motion by Renner/Stuchlak to approve the agenda as printed. Motion carried by unanimous vote. Chairperson did not vote.

**Previous Minutes:** Motion by Licitar/Stuchlak to approve the March 10, 2009, minutes as printed. Motion carried by unanimous vote. Chairperson did not vote.

**Agenda Items:**

**Committee Recreation Report:** Licitar expressed his concern that the Petenwell Park truck tires need replacing.

**Correspondences:** None.

**Special User Requests:** None.

**Public Participation:** None.

Motion by Hartley/Stuchlak to deviate from posted agenda. Motion carried by unanimous vote. Chairperson did not vote.

**Castle Rock and Petenwell Park Riprap Projects:** Director reported receiving the required permits April 20. The water level had already gone up at Castle Rock making it difficult to do the project. Project will be put on hold at Castle Rock Park till February 2010. Land Conservation grant monies expire December 2010. If bid price changes Department would have to re-bid the project. Contractor for project was present and stated that would not be necessary, his bid would still remain the same.

Petenwell Park riprap project is in progress and will be completed in approximately one week.

**Administrative Directive on Campgrounds Management:** Motion by Stuchlak/Hartley to approve the Administrative Directive on Campgrounds Operations/Management with Corporation Counsel's approval as amended to include mowing be performed only by Park Personnel and trained volunteers at least 16 years of age utilizing parks department equipment. Motion carried by unanimous vote. Chairperson did not vote. Insurance Committee will be issuing volunteer forms that will need to be utilized for all volunteers. Volunteers will be required to wear ear and eye protection for mowing.

**Customer Appreciation Days:** Motion by Renner/Licitar to approve free day use and free camping beginning 3:00 p.m. Friday June 5, 2009, and ending 3:00 p.m. Sunday June 7, 2009. Motion carried by unanimous vote. Chairperson did not vote. This coincides with the DNR's free fishing weekend.

**Outlying Parks:** Director reported the Outlying Caretaker is back to work readying the outlying parks for the May 1 annual opening. New this season, park users will be able to pay for season stickers at the self-registration boxes and receive them within 10 days in the mail. A self-registration box will be installed at Lake Mason for user convenience.

Committee discussed Michaels Landing. The DNR does not have a permit on file; therefore, County has to apply for a permit before any improvements to the boat landing may be made.

**Vehicle Replacement Lease Agreement Resolution:** Other options were discussed with A-F Motors Representative due to resolution failing at County Board. Mr. Wormet suggested the Committee may want to build a maintenance plan into future lease/purchase agreements. Both trucks are in very bad shape, repairs would cost more than the truck(s) are worth. Castle Rock Park truck is in the worst condition of the two. Dehmlow requested copies of the repair/maintenance records for the trucks. Petenwell Park Manager stated he has copies and will get them to her for the Petenwell Park truck. A-F Motors will get copies of the Castle Rock Park truck to her. Dehmlow will also request the records from Castle Rock Park area vehicle repair shops. The two old trucks will be repaired as necessary to keep them going. Mr. Wormet left meeting at this time. A used utility vehicle will be purchased at Castle Rock Park for under \$5,000.00 with Director of Finance approval, money is in the budget for the purchase.

**ATV State Funded Trail Construction, Opening and Possibly Awarding Bid(s):** Bids are for the first ½ of the project which consists of stump and tree removal and grading of trail. Four bids were received. Motion by Renner/Hartley to approve ATV trail construction bid of \$20,000.00 from Dehmlow Trucking and Contractor will commence with the work provided sufficient State funds are available to complete the entire State project #ATV 1858. Motion to include a performance bond be included with the bid. Motion carried by unanimous vote. Chairperson did not vote.

Dehmlow to get proof of insurance and submit to Department prior to beginning project. Mr. Dehmlow left meeting at this time.

Coordinator met with three Monroe Center businesses and two organizations to discuss the above ATV trail development annual lease payment of \$3500.00 to the landowner for the trail use. The County will pay ½ of the lease and the above businesses and organizations will pay the other ½ of the lease payment. Fundraisers may be held to offset the fee also. The County will make full payment and will be reimbursed the ½ in November annually. Motion by Renner/Stuchlak to approve a 5-year lease be developed by Corporation Counsel and payment of \$3500.00 be made to the landowner for the first year lease payment. Motion carried by unanimous vote. Chairperson did not vote.

**ATV & Snowmobile Trails Report:** Coordinator reported the grants have been applied for along with additional snowmobile trail mileage.

Coordinator recently met with Plum Creek Timber Company Reps and a new ATV trail lease agreement will be signed.

**2009 Summer Tourism Program and 2009-2010 Winter/Spring Tourism Program:** Motion by Renner/Hartley to approve the 2009 summer tourism program as previously done and the 2009-2010 winter promotion with Director of Finance approval of distribution of funds for booth fees as done in winter/spring 2008-2009. Motion carried by unanimous vote. Chairperson did not vote.

**Resolutions for ATV and Snowmobile Trail Grant Funding:** Coordinator reported new resolution(s) are not necessary for DNR at this time.

**Employee Status Report(s):** Vacant positions are advertised. Motion by Hartley/Stuchlak to approve vacant swim program and vacant park positions be filled. Motion carried by unanimous vote. Chairperson did not vote.

Director has applied for two – four person crews through the stimulus package.

**Expense Check Summary Report:** Reviewed by Committee. Motion by Stuchlak/Hartley to approve the expense check report. Motion carried by unanimous vote. Chairperson did not vote.

**Future Agenda Items:** Petenwell Park septic system with possible bid(s) opening. Lawn vacuum for outlying parks.

**Possible Medical Leave for Director:** Director will be off up to eight weeks. Petenwell Park Manager will assist with executive decisions while working at Petenwell Park.

**Next Meeting Date:** May 13, 9:00 a.m., A231.

**Adjourn:** Motion by Licitar/Renner to adjourn at 12:20 p.m. Motion carried by unanimous vote. Chairperson did not vote.

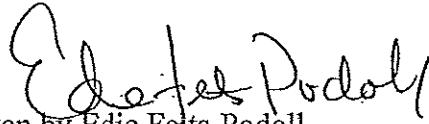
Submitted by,

Glenn Licitar  
CB158 Committee Secretary

**Resource & Recreation Committee**  
**Minutes of Meeting**  
**May 5, 2009 @ 9:00 AM**  
**Adams County Community Center**  
**569 N. Cedar Street, Room 123**  
**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 9:05 AM, in Room 103, Adams County Community Center by Chair DehmLOW.
2. **Roll Call:** Board Members: Stuchlak, DehmLOW, Hartley, Renner and Licitar. Agents present Genrich and Felts-Podoll. Swensen was excused, will join meeting later.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Licitar to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Renner Second by Stuchlak to accept minutes of the Resource & Recreation Committee of April 7, 2009 as presented. Motion carried.
6. **Public Participation:** None
7. **Extension Communication:** None.
8. **Items for Action or Discussion:**
  - a) **Review Financial Statements for March 2009:** Committee reviewed and discussed. Check Summary for March was reviewed. Motion by Hartley Second by Stuchlak to accept financial reports.
  - b) **Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll and Approve Out-of-County Calendars –** Motion by Renner Second by Licitar to place Monthly Reports on file and approve out of county travel for agents. Motion carried.
  - c) **Community Center Cleaning:** Collette was informed that we would like waste baskets cleaned everyday, even when groups are in rooms.
  - d) **WACEC Annual Conference - LaCrosse:** All committee members registered for conference and lodging. Carpooling will be arranged at the June committee meeting.
  - e) **5-County Workshop – “Putting Food On The Table:** Gary Hartley will be attending and possibly Glenn Licitar. Others may attend if it rains.
  - f) **Out-Of-State Travel:** Motion by Hartley Second by Licitar for Don to attend two inservice trainings. Agronomy in Illinois in July and Kellogg in Battle Creek, MI in August. Motion carried. Most of the funding will be provided by Central District Professional Development Fund. Up to \$200.00 can be taken from the budget for meals, lodging and mileage.
9. **Set Next Meeting Date:** Motion by Stuchlak Second by Renner to set June 7, 2009 at 9:00 a.m., in room 103 of the Adams County Community Center for the next meeting. Motion carried.
10. **Agenda Items for Next Meeting:**
  - WACEC – Car Pool
  - Out-of-State Car Travel resolution

11. Adjourn: Motion by Stuchlak and Second by Renner to adjourn until 9:00 a.m., June 10, 2009 at the Adams County Community Center. Motion carried. Meeting adjourned at 10:45 AM.



Minutes taken by Edie Felts-Podoll  
Family Living Educator  
UW-Extension, Adams County

---

Glenn Licitar, Committee Secretary

These minutes have not been approved by the Resource & Recreation Committee.

**MINUTES**  
**SCLS BOARD OF TRUSTEES**  
**April 13, 2009 12:15 p.m.**  
**SCLS Administration**

**Present:** R. Barden, C. Chapman, F. Cherney, L. Davis-Brown, E. DeSmidt, M. Furgal, J. Hanson, J. Harrington, J. Healy-Plotkin, T. Iaccarino, B. Keen, T. Kriegl, S. Martin, T. McIlroy, N. Nelson, G. Poulson, J. Pugh, L. Schmidt, P. Townsend

**Also Present:** H. Moe, P. Davis, S. Morrill, B. Dimick

**Absent:** M. Cole, J. Moire

**Excused:** J. Kreten, H. O'Donnell, P. Westby

**Call to Order:** J. Pugh, President, called the meeting to order at 12:16 p.m.

- a. Introduction of guests/visitors and new board members: Jean Anderson and Shawn Brommer were introduced.
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

**Minutes:** Nancy Nelson noted Elaine DeSmidt moved approval of the 2008 Annual report and the LibLime contract authorization at the March 9, 2009 meeting. The March 9, 2009 minutes were approved with those changes.

**Bills for Payment/Financial Statements:** Bob Keen reviewed the bills for payment in the amount of \$363,411.70. The board approved payment of the bills. Because of a large payment in the bills, B. Keen asked if there was or should be a limit to the amount a bill can be without approval. This issue may be discussed by the Budget Committee.

**President's Report:** None

**LSTA Jobs Grant – Jean Anderson & Shawn Brommer:** SCLS will be receiving an LSTA grant in the amount of \$25,300. The total amount for the state and the 17 systems is \$200,000. The amount we receive is based on population and the grant is non-competitive, but we do need to submit an application to receive the funding. With this grant, we will be providing training and resources for job seekers. Libraries have given feedback on desirable directions for the grant, and staff is now working on determining the exact projects to be included and what partners will be included on the grant. Staff have already met with Madison Area Technical College, and they will be a partner.

**Committee Reports:**

**Facilities:** A copy of the space planning layout for the new facility was distributed to each board member. J. Hanson moved approval on behalf of the facilities committee to proceed with the contract negotiations with WLA and the lease for SCLS and vote on the two contracts at the May 11, 2009 board meeting. Motion carried.

**SCLS Foundation Report:** L. Davis-Brown noted the Foundation Committee will meet following the board meeting.

**Circulation and ILL Statistics:** No report.

**System Director's Report:**

Phyllis noted the LibLime contract was signed April 7<sup>th</sup> and the first payment was approved with the bills this month. To celebrate this big milestone, a group picture was taken of those present at the LINK meeting. We thank Andrew Clarkowski, from Axley Brynelson, for his pro bono help with the contract revisions and negotiations. We sent LibLime a box Candidas candy along with the picture taken of the LINK members.

As we move ahead on the implementation project, Automation staff and member libraries are forming committees by module (circulation, acquisitions, etc.) to work on software design development specifications for additional functionality and testing. There will be an Oversight Committee formed from representatives from those committees to keep the overall project on course. The Automation staff is creating a Koha migration web page to widely share information about the new system implementation.

The Technology Planning Task Force met again to plan the discussion of governance models to be considered along with the current LINK agreement under which we now operate. That discussion is scheduled for May 15<sup>th</sup> and will give direction to the Task Force. One of the options on the table is to eliminate the LINK consortium as the governing body, replacing it with an advisory group and making the shared automation system an SCLS system service. This is the governance model followed by some other systems in Wisconsin that we interviewed.

We met with Deb Johnson, the Interim Director for the Fitchburg Library. Many things were discussed and one of the questions raised was when they could become members of SCLS. A provisional membership will need to be created as they will need to work closely with many of our staff to be on the shared automated system when the library opens. S. Morrill and P. Davis will bring a proposal in the next couple of months to the Board for consideration.

Some resistance has begun toward the Governor's budget proposal to fund libraries from the Universal Service Fund. We will continue to watch how it plays out.

S. Morrill noted the audit is complete. Carryover was less than we expected, primarily because of an error with the LSTA delivery grant and vacation accrual. We will be making some small adjustments to our procedures to help make the carryover number more accurate.

The technology plan needs to be submitted to the Department of Public Instruction by June 1. This plan is required for TEACH funding, which reduces costs for telecommunication lines significantly. Staff is developing a one-year plan rather than a five-year plan, since the processes for technology governance and decision-making are

still underway. The Board will receive a copy of the technology plan in May for approval.

There has been an email upgrade in the works for awhile. Many goals of the project include getting a web interface, replacing Eudora, allowing libraries to use their own domain names rather than scls.lib.wi.us, and for SCLS to switch to a shorter name. Steps include replacing the email server, upgrading the email client to Thunderbird, and making a true web interface option available through Gmail. This project should be completed by the end of September.

OverDrive usage is through the roof! Between 2007 and 2008, the audiobook usage increased 72%. January 2009 was the highest number of new patrons yet. LINKcat is the 2<sup>nd</sup> highest referral to OverDrive in the WPLC group, after search.live.com.

We have received signed SCLS Member County Participation agreements from Green, Wood, Sauk and Columbia Counties. We are still waiting for Portage, Dane and Adams.

#### **Public Library Advisory Committee (PLAC) Report:**

#### **Multitype Advisory Committee (MALC) Report:**

#### **LINK Report:**

Agenda and Minutes for the above committees can be found on the web at:  
<http://www.scls.info/committees/index.html>

**Other Business:** None

#### **Information Sharing:**

Sue Martin noted there will be a reception for Hans Jensen's retirement at the Portage Public Library April 18<sup>th</sup> from 1-3 p.m.

Bob Keen reminded the board members to see Char after the meeting to pick up their mileage reimbursement checks.

Meeting adjourned at 1:18 p.m.

Heidi Moe, Recorder




ADAMS COUNTY SURVEYOR'S OFFICE  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
(608)-339-4226 (608)-339-3808  
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 427  
May 5, 2009  
Report for the month of April, 2009

Work is continuing on the 2009 Monument Maintenance Program during April. Work was done in Rome and Leola, Monroe.

I am continuing with the duties of my office and responding to inquiries from the public and county personnel.

Respectfully Submitted;

  
Gregory P. Rhinehart,  
Adams County Surveyor

5/5/09

ADAMS COUNTY SURVEYOR'S OFFICE  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
P.O. BOX 187, FRIENDSHIP, WI 53934  
(608) 339-4226

SUMMARY OF ACCOUNTS 2009

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,900.00	\$ 500.00
JANUARY	300.00		100.00
Balance	\$3,300.00	\$21,900.00	\$ 400.00
FEBRUARY	300.00	10,785.62	
Balance	\$3,000.00	\$11,114.38	\$ 400.00
MARCH	300.00		
Balance	\$2,700.00	\$11,114.38	\$ 400.00
APRIL	300.00	6,655.46	
Balance	\$2,400.00	\$ 4,458.92	\$ 400.00
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
GrandTotal \$			

